

THE CORPORATION OF THE COUNTY OF WELLINGTON

Planning and Development Department
Requires a
Planner

Reporting to the Manager of Planning and Environment or the Manager of Development Planning, the Planner is responsible for assisting the public and local municipalities in the processing of development proposals such as official plan amendments, subdivisions, condominiums, and consent applications. The Planner is also required to prepare reports on zoning by-laws or amendments, minor variances and site plan control applications. The Planner is also responsible for the provision of local planning services and preparing or assisting with special projects undertaken by the Department. The Planner is to provide advice and assistance to Councils, committees, and others with respect to land use planning and environmental policies.

The minimum qualifications for this position include:

- Four year university degree from a recognized planning programme or related discipline.
- Designated as a Registered Professional Planner (RPP) in the Province of Ontario or eligible for such designation.
- Minimum three years of experience or equivalent, preferably in a municipal planning environment.
- Rural and small town planning experience an asset.
- Working knowledge and understanding of the Planning Act, related regulations and provincial planning policies.
- Proficiency with Microsoft Office applications as well as desktop mapping.
- Ability to provide professional representation at LPAT Hearings.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

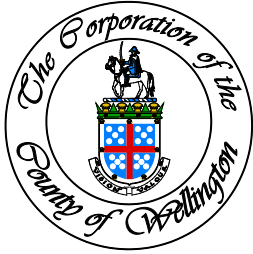
This position offers a comprehensive benefit package and a salary range of: \$77,186.20 to \$90,235.60 (2019 Non Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #051-19 by Tuesday, April 23 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Planner	Reports to: Manager of Planning and Environment/Manager of Development
Department: Planning and Development	Positions Supervised: 0
Effective: February 2002	Revised: March 2019

BASIC FUNCTION

Reporting to the Manager of Planning and Environment or the Manager of Development Planning, the Planner is responsible for assisting the public and local municipalities in the processing of development proposals such as official plan amendments, subdivisions, condominiums, and consent applications. The Planner is also required to prepare reports on zoning by-laws or amendments, minor variances and site plan control applications. The Planner is also responsible for the provision of local planning services and preparing or assisting with special projects undertaken by the Department. The Planner is to provide advice and assistance to Councils, committees, and others with respect to land use planning and environmental policies.

PRINCIPAL RESPONSIBILITIES

Under the supervision, support and guidance of the Manager, the Planner has the following duties and responsibilities:

- Prepare and present reports, with professional opinion recommendations on zoning by-law amendments, minor variances and site plan control.
- Prepare and present consent reports and appear at Land Division Committee meetings.
- Prepare reports with professional opinion recommendations on Official Plan Amendments, Subdivisions, Condominiums and Part Lot Control as may be required on occasion.
- Provide planning consulting services to local municipalities in Wellington County on various planning matters.
- Attend and make presentations to local councils and committees related to planning issues and trends.
- Responsible for the updating and maintaining local zoning by-laws.
- Interpret provincial policies, official plans and zoning by-laws.
- Prepare for and provide evidence at Local Planning Appeal Tribunal (LPAT) Hearings when required.
- Other duties as assigned by senior management.

PROBLEM SOLVING RESPONSIBILITIES

- Ability to meet deadlines and deal with frequent interruptions.
- Balancing natural resources/environmental issues with community needs.
- Ability to work well with the public and a variety of contacts to resolve concerns.
- Interpretation of complex legal documents.

CONTACTS

- Internal: County elected officials, County staff
- External: Local elected officials and municipal staff, private sector consultants, federal and provincial agencies, conservation authorities, lawyers and community groups, elected officials, building inspectors, real estate agents, developers, surveyors and other professionals
- Members of the public pursuing applications or concerned about applications.

MINIMUM QUALIFICATIONS

- Four year university degree from a recognized planning programme or related discipline.
- Designated as a Registered Professional Planner (RPP) in the Province of Ontario or eligible for such designation.
- Minimum three years of experience or equivalent, preferably in a municipal planning environment.
- Rural and small town planning experience an asset.
- Working knowledge and understanding of the Planning Act, related regulations and provincial planning policies.
- Proficiency with Microsoft Office applications as well as desktop mapping.
- Ability to provide professional representation at LPAT Hearings.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

SKILLS AND COMPETENCIES

- Ability to work well with personnel both within the planning department and other County staff.
- Ability to organize and manage priorities.
- Excellent report writing, communication and customer service skills.
- Good analytical skills with ability to comprehend legal documents and technical reports.
- Preparing and giving presentations, and public speaking.

OTHER:

Location: Administration Centre – 74 Woolwich Street, Guelph; occasional travel throughout the County and to attend meetings in other areas.

Hours of work: 35 hours per week; flexibility of hours may be required.