

**Township of Cavan Monaghan  
Job Description**

**Position: Planner**

**Reports to: Director of Planning**

**This Job Description is effective: May 2023**

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**Job Summary**

Reporting to the Director of Planning the Planner will be responsible for: providing technical information, advice and assistance to Council, staff, developers, lawyers, the business community, and the public regarding building, land use planning, zoning, growth management and development issues; and performing a variety of tasks relative to assigned areas of responsibility, including the review and processing of planning and building permit applications.

The Planner assists the public in the submission of applications, researches and prepares planning reports regarding land use planning applications including official plan amendments, zoning by-law amendments, and minor variance applications, assists with the preparation and presentation of department reports and materials. Complex issues are referred to the Director of Planning.

**Duties and Responsibilities**

- At the direction of the Director, undertakes pre-application meetings with developers, public agencies, municipal staff and private consultants to provide direction for application submission and to provide advice regarding acceptability of proposals and applications taking into consideration Provincial Policy and directives and County and Township policy.
- Reviews formal applications, checking for completeness and accuracy of supplied information and associated studies.
- Review and assess consent applications and prepare and review reports in accordance with applicable Township Official Plan and Zoning By-law policies and regulations.
- Circulates applications to agencies for comment.
- Prepares written reports for approval by the Director, taking into consideration Planning Act requirements, Provincial Policy, County Official Plan, Local Official Plan, Planning Act/Condominium Act, Zoning By-law and associated regulations.
- Forwards studies required as a result of provincial policy, coordinates and authorizes payment between applicant and Peer Review Consultant and Finance Department.
- Receives applications fees and coordinates payment between the applicant and Finance Department.

- Attends and/or presents planning information/advice at public meetings and local Council meetings as required by the Director of Planning.
- Prepares and issues Notice of Decision in accordance with Planning Act requirements.
- If formal appeal is received, coordinates submission of legislated documentation to Ontario Municipal Board within mandatory time frame.
- In consultation with the Director, prepares witness materials for representation as a professional planner to the Ontario Municipal Board upon appeal of Council's decision.
- At the direction of the Director of Planning, or under summons, attends to give evidence at Ontario Municipal Board hearings as required.
- Provide administrative support to the Director of Planning.
- Respond to general requests for technical information received via telephone, e-mail and in person from the public, lawyers, real estate agents and consultants regarding development and land use policies and regulations.
- Co-ordinate and administer on-going local planning matters as they relate to the methods and procedures outlined in the Municipal Act, Planning Act and Municipal By-laws.
- Exercise judgment and confidentiality relative to sensitive information.
- Provide written response to legal requests for property information for property sales and mortgaging.
- Read, understand and interpret County and Township Official Plan Policies, Zoning By-law regulations, Provincial Policy Statements, Planning Act and regulations, MNR resource mapping, Oak Ridges Moraine mapping, County GIS mapping and associated database information and assessment mapping.
- Calculate Minimum Distance Separation for livestock facilities and area calculations.
- Assist with public consultation session arrangements, including notices, meeting facilities, and technical equipment.
- Prepare and provide Staff with maps, reports and other materials, as requested.
- Assist other Department Staff and Ministry/Agency Staff with information, maps, reports regarding property information and compliance.
- Create and distribute land use applications in accordance with regulations; receives and reviews submitted applications for compliance prior to submission to the Director of Planning.
- Assist with distribution of planning application notices to other Department Staff and collection of comments.
- Review and assess official plan amendments and zoning by-law amendments and prepare policies, by-laws, public meeting notices, explanatory notes, notices of passing, Clerk's certificate and information.
- Review and assess minor variance applications including public meeting notices, reports to Committee of Adjustment, notices of decision and notices of no appeal.
- Responsible for maintenance of computer data base/property files for all decisions on planning applications and other pertinent information.

- Post, publishes and mails various public notices in accordance with the requirements of the Planning Act, as assigned.
- Provides initial review of building permit applications including but not limited to zoning regulations, applicable law and verification of complete application.
- Provides written response to legal requests regarding building permits and work orders.
- Update department literature and department website.
- Assist with resolving issues with lawyers, real estate agents, consultants, landowners and municipal staff with discrepancies regarding property information.
- Ensure the accurate completion of land use planning applications in accordance with the Planning Act and the related fee collection.
- Conducts site inspections as necessary.
- Provides initial review of building permit applications including but not limited to zoning regulations, applicable law, and verification of complete application.
- Provides written response to legal requests regarding building permits and work orders.
- Additional duties and special projects as assigned based on department and organizational needs.

### **Work Environment**

Typical office area with limited travel. Normal office hours, Monday through Friday. Work activities require intermediate periods of moderate physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with some tasks requiring close attention to detail.

Full Time – 35 hours per week

### **Job Knowledge/Education**

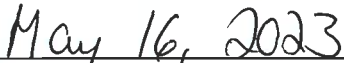
- University Degree in Planning, Geography or a related field.
- Minimum 3-4 years previous experience in the field of municipal planning and/or building is an asset.
- Experience providing professional planning evidence before the Ontario Municipal Board an asset.
- Membership in the Canadian Institute of Planners an asset. Registered Professional Planner (RPP) designation an asset.
- Understanding of planning legislation including the Planning Act, Condominium Act and associated regulations, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, the Oak Ridges Conservation Plan, the Trent Source Protection Plan, the County of Peterborough and Township Official Plans and the Ontario Building Code application and building practices.
- Understanding of applicable law, policies, by-laws and regulations pertaining to the planning approvals and building permit process.

- Knowledge of Municipality's by-laws and complaint process.
- Ability to deal with daily interruptions of telephone and unscheduled office visits.
- Judgement and flexibility to resolve conflicts regarding policy interpretation, property standards and by-law complaints and Township issues considering financial/legal implications and political ramifications.
- Presentation skills to provide advice, information and comments and respond to inquiries in written format and during formal Public Meetings, Council Meetings and Open Houses.
- Demonstrated ability to apply judgment and ability to understand land use issues considering financial/legal implications, political ramifications for Council members and the Township as a whole.
- Ability to be tactful, maintain confidence and promote an ethical work environment within and outside the Township, treat and utilize people with honesty, fairness and mutual respect (i.e. meeting with the public, conduct at meetings).
- Ability to analyze and synthesize material and report on the information in concise format in letters, reports, memos etc.
- Intermediate understanding of drafting, air photo interpretation, topographic & Ontario base map interpretation and cartography.
- Intermediate mathematical skills to calculate percentages, ratios or averages and unit-measure conversions.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint), AgriSuite MDS (Minimum Distance Separation requirements), Adobe Acrobat, GIS, Municipal Connect, Diamond. Knowledge of CloudPermit or similar software would be an asset.
- Ability to use standard office equipment, plotter, scanner, and digital camera.
- Valid G Class driver's license required.
- In accordance with Township policy, this position requires that you provide a Criminal Record Check that is acceptable to the Township as a condition of employment.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**Reviewed By:**

  
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**Chief Administrative Officer**

  
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**Date**