



## The Township of Oro-Medonte requires a **PLANNER**

Located in the heart of Ontario's Lake Country, between the cities of Barrie and Orillia, the Township of Oro-Medonte is a picturesque and progressive community that prides itself on its rich heritage and unparalleled recreational opportunities, making it one of Ontario's premier quality of life communities.

The Township is currently seeking an experienced professional, with the knowledge, skills and abilities to provide the statutory duties and responsibilities in the full-time one year (12 month) contract position of Planner.

The Planner shall assist with the completion of the Township's Zoning By-law Update, provide advice and interpretation as it relates to the Zoning By-law and Official Plan. Reviewing and processing Development Applications and Zoning Certificates ensuring a high level of customer service is provided at all times, performing site visits, preparing and presenting planning presentations at public meetings and the preparation of planning reports for the Development Services Committee/Council agendas. Provides administrative and technical support to the Planning Division of the Development Services Department.

The applicant must have knowledge of planning acquired through a University Degree in Urban Planning or related discipline. In addition, the applicant must have knowledge of Municipal by-laws and related Federal and Provincial Legislation and a minimum of three years related municipal planning experience. The successful candidate must be eligible for membership in the Ontario Professional Planners Institute and working towards or achieved their RPP designation. The position requires proficient oral and written communication skills, as well as a sound knowledge of and experience with, computer software applications; combined with strong organizational and time management skills to effectively meet multiple deadlines.

This one year (12 month contract), bargaining unit position offers a salary commensurate with experience and education (2022 salary range \$35.25 to \$42.39/hour).

Individuals having these qualifications are encouraged to submit a resume and letter of application to the attention of **Tamara Obee CHRL, Director, Human Resources**, and deliver by **12:00 noon, Friday, February 3<sup>rd</sup>, 2023** to:

**Township of Oro-Medonte**  
**148 Line 7 South, Oro-Medonte, ON L0L 2E0.**  
**Email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)**

A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to The Director, Human Resources.*

**POSITION TITLE:**

**PLANNER**

**PERFORMANCE CRITERIA AND JOB DESCRIPTION**

**STATEMENT:**

The Planner shall assist with the completion of the Township's Zoning By-law Update, provide advice and interpretation as it relates to the Zoning By-law and Official Plan. Reviewing and processing Development Applications and Zoning Certificates, providing administrative and technical support to the Planning Division of the Development Services Department.

**REPORTS TO:**

Senior Planner

**PERSON REPORTING TO**

None

**INCUMBENT:**

**RESPONSIBILITIES:**

- a) Assist the Senior Planner with the completion of an updated Township-wide Zoning By-law;
- b) Liaise with the public and implement the Township's "Planning First" philosophy on development applications, zoning inquiries, zoning certificates, and other general planning matters;
- c) Answer public inquiries on Planning matters in a courteous and timely manner and keeping the Director, Manager and/or Senior Planner informed on matters as required;
- d) Processes planning applications ensuring adherence to all applicable regulations and by-laws including completeness of applications at time of submission;
- e) Processes and analyses Development applications (including Official Plan, Zoning, and Site Plans), conducts required site visits, prepares and presents planning presentations at public meetings, and prepare related Planning reports for Committee/Council agendas;
- f) Oversee the circulation of assigned Development applications and collections of comments from Senior Management Team and all applicable outside agencies; and responsible for the compilation of data for Director's/Manager/Senior Planner's review; schedule associated public meetings and oversee the distribution of notices of public meetings and adoptions in accordance with the appropriate Provincial regulations under the direction of the Director/Manager/Senior Planner;

- g) Liaise with government and non-government agencies, professionals, as required in the processing of development applications;
- h) Responsible for general inquiries and providing information as to the status of development applications and prepares Development Application Status reports for review by the Director, Manager and/or Senior Planner;
- i) Provide support to the Development Services Assistant in the preparation of zoning compliance forms;
- j) Responsible for updating and maintaining computerized files as they relate to the department and updates the MIS for departmental matters and prepares all in house documents;
- k) Assists the Director, Manager and/or Senior Planner with the compilation of information in the preparation of new policies;
- l) Provides clarification on zoning/planning requirements for the Zoning Certificate-Building Permit processing and review zoning certificate applications for compliance with zoning by-law and issuance;
- m) Research and compile planning reports as directed by the Director, Manager and Senior Planner;
- n) Prepare Official Plan and Zoning By-law Amendments and coordinate the associated Schedules with the GIS Technician;
- o) Completes technical/administrative duties required by the Director, Manager and Senior Planner;
- p) Assists applicants in the completion of their planning applications;
- q) Participate in the Township's Health & Safety Program, wear & maintain personal protective equipment as required, approved and issued; report any incidents, accidents or hazards to their Supervisor;
- r) Undertakes representative duties as Planner with the community, Provincial and inter-municipality as required/directed; and acts as an "ambassador" for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times;
- s) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department in order that professional competence is maintained;

- t) Other duties as may be assigned and the duties of the Intermediate Planner, in their absence.

**COMMUNICATION:**

- a) Strong oral and written communication skills in dealing with Senior Management, Council, staff, the public, Township consultants and other agencies as required in performing responsibilities;
- b) Communicates in a manner representative of the Township's values while fostering engagement, empowerment, innovation and accountability;
- c) Develops effective communication systems to residents are provided with timely, relevant and accurate information;
- d) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act and Municipal Policy;
- e) Enlist the co-operation and support of fellow employees and to foster a feeling of pride and loyalty to the Corporation and the Public with a positive attitude.
- f) Possesses a good understanding of Department related problems and has an appreciation of Township Policies, Practices and Responsibilities including but not limited to Smoking in the Workplace; Respect in the Workplace and Accessibility Standards for Customer Service;
- g) Deal effectively and tactfully with the general public in receiving, directing and relaying any concerns to the appropriate staff member.

**KNOWLEDGE:**

- a) Have knowledge of planning, acquired through an Honours University Degree in Urban Planning and a minimum of three (3) years municipal planning experience;
- b) Have knowledge of Municipal by-laws and Provincial Legislation and Regulations as the apply to the Planning Department;
- c) Have knowledge of all legislation and by-laws pertinent to the execution of the required duties, including the Zoning By-law and the Official Plan;
- d) Be eligible for membership in the Ontario Professional Planners Institute (OPPI);
- e) Have knowledge in the use of Geographic Information Systems (GIS) and AutoCAD, and possess cartographic skills;

- f) Have strong organizational and time management skills involving attention to multiple deadlines;
- g) Demonstrated experience in providing a high level of customer service, possessing excellent oral and written communication skills;
- h) Sound knowledge and experience with general computer software applications is required;
- i) Willingness to attend job related educational courses, seminars, etc., as required;
- j) Ability to perform under pressure, react professionally and appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government;
- k) Ability to work independently with limited supervision is required.

**PERFORMANCE STANDARDS:**

The Planner shall meet the level of satisfactory performance in each of his/her responsibilities:

**Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

**Quality of Performance**

- b) Frequency of errors, efficient use of resources, excellence of workmanship.

**Attitude**

- c) Convey a positive influence towards the Development Services Department, Department Heads, staff and the Public.

**Dependability**

- d) Shall assure one's own reliability, punctuality and attendance.

**Initiative**

- e) To work conscientiously, using resourcefulness, ingenuity and suggestions for improvement of the Corporation.