

**Department:** Community Services

**Division:** Planning

**Job Title:** Community Planner

**Union:** Non-Union

**Direct Supervisor:** Director of Community Services

**Revision Date:** [Click here to enter text.](#)

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**Position Summary and Scope:**

To manage the duties and responsibilities of the Planning & Heritage Division in the Community Services Department.

**Duties and Accountabilities:**

- This position is responsible for all aspects of policy and development and heritage planning for the City of Owen Sound and is the lead for the City's Development Team;
- Prepare planning reports to City Council on official plan and zoning by-law amendment applications, plans of subdivision and condominium, site plan approvals and other matters considering applicable municipal, county and provincial planning policies.
- Prepare reports and recommendations on applications to the Committee of Adjustment, including line fences and certification of title requests, and attend all Committee of Adjustment meetings to present the same; provide technical advisory assistance to the Committee of Adjustment.
- Supervise the work of the Junior and Intermediate Planners including controlling flow of work and monitoring performance. Attend management meetings to represent the Planning & Heritage Division in the context of overall Community Services Department initiatives and issues.
- Co-ordinate and review development applications (subdivisions, development projects, etc.) with regard to provincial policy, official plan policies, zoning by-laws, and site plan control; negotiate and prepare site plan agreements and securities, and ascertain compliance and release agreements and securities.

- Provide verbal and written response to a wide range of requests from legal firms and the general public respecting official plan policies, zoning by-laws, site plan control, and general development information.
- Conduct research projects, including the preparation of major updates to the official plan and zoning by-laws, and reviewing planning documents and issues in surrounding municipalities with respect to City interest.
- Provide for the use and maintenance of the Property Management System (AMANDA) and assist in the development of suitable digital records of all property related information in cooperation with other Community Services staff.
- Assist other City staff, including the Managers, Clerk's Office, Engineer, Chief Building Official, and By-law Enforcement Officers, in the interpretation and implementation of City and Provincial planning policies, legislation and/or by-laws, updating City policies, practices etc. as necessary.
- Implement the City's Heritage Work Plan including designation of properties under Part IV of the Ontario Heritage Act, alteration to heritage properties, maintaining and expanding the Heritage Register, expanding the interpretive plaque program.
- Prepare reports for the Community Services Committee and other meetings as required including but not limited to Accessibility Advisory Committee. Present reports and technical advice to Committee members, prepare minutes and provide other services as necessary.
- Appear as a witness or prepare the municipal record for appeals relating to the Local Planning Appeals Tribunal and other administrative tribunals as required by the Director of Community Services and/or assist in the preparation of cases before the Tribunal.
- Assist the Manager of Community Development and Marketing in the preparation and distribution of community development information and represent and promote the City with developers, visitors, citizens and other persons involved in planning matters.
- Assist the Chief Building Official in the processing, receiving and reviewing of building, demolition and sign permit applications and advise the public of the general procedures of same.
- Perform other duties as assigned by the Director of Community Services from time to time.
- Prepare and manage Planning & Heritage Division Budget and work plan.

## **Employee Health & Safety Responsibilities:**

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others;
- Actively participate in all COS safety initiatives and trainings;
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.
- Follow all COS policies and procedures as well as the Occupational Health and Safety Act. For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.
- Supervise all work to ensure Health and Safety procedures and practices are integrated into the work; instruct and enforce all safe work procedures and ensure workers utilize proper personal protective equipment as appropriate.
- Conduct regular inspections for hazards
- Lead by example performing work in a safe manner in accordance with all COS policies and the Occupational Health and Safety Act.
- Respond to all accident, hazard and inspection reports within 21 days, taking corrective action where hazards exist.
- For a detailed list of manager/supervisor responsibilities see the Occupational Health and Safety Act Part III Section 27.

## **Educational Requirements:**

University Degree

### **Details – Specialty, major etc.:**

Urban/Regional Planning or related discipline

Eligible for membership in the Ontario Professional Planning Institute

### **Skills and Competencies at the working level:**

Excellent communication skills with an ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the needs of the audience, while exercising respect, tact and courtesy at all times.

Demonstrate responsibility for independent work, completion of assignments with minimal assistance, while anticipating potential issues. Ability to anticipate needs and priorities with regard to the department and services and Director's expectations.

Comply with department and corporate policies, procedures, and necessary legislation, accept accountability for own actions. Demonstrate respect for relevant legislation and demonstrate care and respect for employers' property and public image.

Demonstrate a positive attitude towards work and co-workers. Commit to establish and maintain positive working relationships with others; work as a team member, occasionally as a team leader.

Demonstrate courtesy, patience, and effective listening in all interactions. Correctly anticipate needs of customers. Ensure delivery of services is accurate, timely and complete. Use tact when explaining/exchanging data or information. Ensure communications adhere to corporate philosophies and principles and at all times are respectful and supportive.

Able to utilize reflective reasoning to solve or recommend solutions to situations within scope of responsibility through assessment of existing methods or procedures with a realistic understanding of the issues and the impact of decision on the division or staff.

Demonstrated time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands

Effective oral communication and strong interpersonal skills to deal with members of the public, council and all levels of staff

Excellent written communication skills; attention to detail with the ability to work accurately

Ability to work with sensitive data/situations and maintain confidentiality at all times

Must have proficient conflict resolution skills, along with the ability to listen

Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion

Demonstrated proficiency in Microsoft Office and other related software

Possess and maintain a valid Ontario Class "G" Driver's License

## **Experience at the working level:**

### **Previous Work Related Experience (# of years or months):**

Minimum 5 years related work experience as a professional planner

### **Positional on-the-job training required (# of weeks or months):**

1 year

## **Working Relationships:**

The Community Planner work with all staff within the Community Services Department, members of City Council, Committee Members, the General Public and all other staff of the organization and good inter-personal skills are required.

This position necessitates a close working relationship with media, developers, landowners, lawyers, other staff, various administrative tribunals at times under demanding conditions.

The Community Planner supervises the Junior and Intermediate Planners as well as the Development Coordinator.

### **Supervisor/Management:**

**Character of Supervision:** (Type of supervision)

Direct Supervision

**Scope of Supervision:**

Supervises 1-3 staff

### **Independence of Decision Making:**

Has established policies & procedures Yes

Supervisor or lead hand usually available No

Problem solves within clear guidance and/or past practice No

### **Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 5-7 hours

Walking: periodic

Standing: periodic

Sitting: long durations

Lifting: up to 50 lbs

Ladder Climbing: Yes

Exposure: [Click here to enter text.](#)

Other: [Click here to enter text.](#)

### **Working Conditions:**

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments: Some flexibility of hours and overtime require for evening and meeting coverage.

