

CORPORATION OF THE COUNTY OF MIDDLESEX

POSITION DESCRIPTION

TITLE:	Planner I	
DEPARTMENT:	Planning Department	
REPORTS TO:	Director of Planning	
POSITIONS SUPERVISED:	None	
EFFECTIVE DATE:	November 2021	AUTHORIZED:

POSITION SUMMARY:

Reporting to the Director of Planning & Development, the Planner I reviews and processes development applications made under the Planning Act and other legislation, and prepares and presents professional planning advice, research, reports and recommendations to Local Municipal Councils. Additionally, acts as a liaison between the County and local municipalities with respect to Provincial and County land use planning policies, goals and objectives.

PRINCIPAL RESPONSIBILITIES:

- Provide information, interpretation, advice, and opinion regarding planning and development issues to the public, agencies, municipal staff, consultants, committees and councils.
- Oversee and direct planning processes (including official plan amendments, zoning by-law amendments, subdivisions / condominiums, site plans, consents, minor variances, interim control by-laws, etc.) including the preparation of notices, by-laws, reports, agreements, etc.
- Prepare and present reports, with professional opinion recommendations, for Local Municipal councils and committees.
- Attend council, committee, public, and other meetings as required to act as planning spokesperson.
- Provide advice and recommendations to the Director of Planning on County Approval Authority matters.
- Assign, review work and answer questions of Planning Technicians, contract staff and summer students.
- Maintain all paper and digital files on development applications in accordance with established protocols and ensure all legislated time frames and processing requirements are met.
- Prepare and present professional planning evidence and opinions at court proceedings, the Ontario Land Tribunal, and other administrative tribunal hearings.
- Undertake special projects including research, consultation, evaluations and related activities.

- Represent the County and/or Local Municipalities on committees and external bodies.
- Perform other duties as assigned.

Note: the above represents the major functions of the position but does not preclude the addition of other related functions as required.

MINIMUM QUALIFICATIONS:

- University degree in a Planning Program or a related discipline.
- Registered Professional Planner designation from the Ontario Professional Planners Institute, or equivalent is preferred but consideration will be given to those working towards a Registered Professional Planner designation.
- A minimum of three years responsible planning experience, preferably within a municipal planning environment and preferably within an agricultural and/or small town context.
- Demonstrated excellent verbal, written (including report writing), presentation and related communication skills.
- Excellent research, analytical, organizational, time management, communication, independent decision making, problem solving and negotiation skills.
- Ability to interact harmoniously and diplomatically with the public, development industry and elected officials.
- Comprehensive understanding of the Planning Act, other relevant statutory documents, Provincial Policy, and planning processes.
- Proficiency in Microsoft Office and internet software as well as knowledge of basic Geographic Information Systems.
- Valid drivers' licence, the use of a vehicle, and the ability to travel as required to fulfill job responsibilities.