



CORPORATION OF THE COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Senior Planner
DEPARTMENT:	Planning Department
REPORTS TO:	Director and/or Manager of Planning and Development
POSITIONS SUPERVISED:	Planners and Planning Technicians
EFFECTIVE DATE:	AUTHORIZED:

POSITION SUMMARY:

Reporting to the Director and/or Manager of Planning & Development, the Senior Planner reviews and processes complex development applications made under the Planning Act and other legislation, and prepares and presents professional planning advice, research, reports and recommendations to County and Local Municipal Councils and directs the work of others in carrying out these duties. Responsible for independently managing projects, conducting studies and preparing and presenting reports. 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 advanced level of planning knowledge information, interpretation, professional planning advice, and opinion regarding complex and/or politically sensitive planning and development issues to the public, Provincial ministries, agencies, municipal staff (engineering, clerk, legal, forestry, economic development, building, by-law enforcement), professional consultants, lawyers, committees and councils.
- Oversee and direct complex and/or politically sensitive 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.
- Review and provide advice on confidential pre-submission development inquiries (including development consultations) from the public / development industry.
- Prepare and present reports, with professional opinion recommendations, for County and 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.
- Supervise, review, and approve work of Planners, Planning Technicians, contract staff and summer students by providing leadership, assigning work, answering

questions, checking results to ensure compliance with professional standards and reporting to the Director and / or Manager on personnel matters.

- 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.
- Responsible for and leadership of various planning studies including the review and update of Official Plans/Zoning By-laws, developing policy related to legislative changes and emerging issues, and procedural guidelines.
- Prepare and present professional planning evidence and opinions at court proceedings, the Local Planning Appeal Tribunal, and other administrative tribunal hearings.
- Undertake special projects including research, consultation, evaluations and related activities.
- Assist the Director and/or Manager in the development project work plans and budgets, priorities, and strategic decisions for the department.
- Represent the County and/or Local Municipalities on committees and external bodies.
- Participates in the recruitment, selection, training and mentoring of new staff, along with the Director and/or Manager and Human Resources staff, and assists with the review of staff performance.
- 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 with graduate level master's degree preferred.
- Registered Professional Planner designation from the Ontario Professional Planners Institute, or equivalent.
- A minimum of five to seven years responsible planning experience, preferably within a municipal planning environment and preferably within an agricultural and/or small-town context.
- Qualified Expert Planning Witness experience with the Ontario Municipal Board / Local Planning Appeal Tribunal.
- Demonstrated excellent and refined verbal, written (including report writing), presentation and related communication skills.
- Excellent research, analytical, organizational, time management, communication, independent decision making, leadership, attention to detail, problem solving and negotiation skills.
- Ability to interact harmoniously and diplomatically with the public, development industry and elected officials.
- Ability to undertake a considerable amount of continuous mental effort while attention is shifted frequently from one job to another.



- 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.