

JOIN OUR TEAM!



THE ROLE

Senior Planner

This is a permanent full-time role at the County. The hourly compensation range for this role is \$45.949 - \$51.615.

THE OPPORTUNITY

Join our dynamic Planning & Development division, by conducting cutting-edge professional planning services across the Haldimand County.

You will perform impactful research and analysis to offer advice and recommendations on land development, long-range planning and policy development. You will also ensure continued compliance of Provincial Legislation and Municipal regulations, policies and processes.

Join us in this opportunity to showcase your expertise, drive positive change, and advance your career by improving our local community.

THE PERKS

- Hybrid Work Options
- EFAP Program
- Employee Recognition
- Unionized
- Safe & Friendly Work Culture
- Professional Development
- Defined Benefit Pension
- Perks & Discounts



- University Degree in Planning or related field.



- Minimum 4 years of current related experience



- Critical Thinking
- Reasoning
- Initiative

THE COUNTY

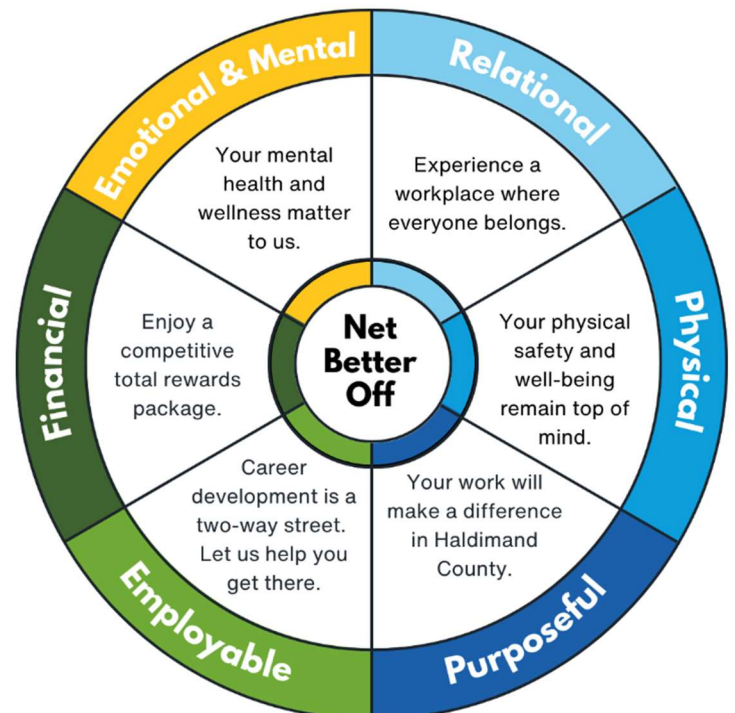
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **December 15, 2023 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Senior Planner, Planning & Development

POSTING #: CUPE-2023-62	Employer Group: CUPE Local 4700
POSTING PERIOD: December 1 – 15, 2023	Reporting To: Supervisor, Planning & Development
Grade: 10	Position Status: Permanent Full-Time
Wage Range Hourly: \$45.949 - \$51.615 (Jan 2023)	Hours Worked Per Week: 35
* Including temporary Labour Market Wage Adjustment \$10.00/hour	Location: Haldimand County Administration Building

CORE COMPETENCIES:

Critical Thinking | Reasoning | Initiative | Interpersonal Communication

POSITION SUMMARY:

The Senior Planner will represent the County in the provision of professional planning services to members of the public. They will conduct research and analysis required to provide professional advice and recommendations relating to land development, long range planning and policy development that ensures the quality of life in Haldimand County is sustained and/or improved. Lastly, the role ensures compliance with relative Provincial Legislation and Municipal by-laws, policies and processes related to the services and advice provided.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- University Degree in planning or related field.

Experience

- Minimum 4 years of current related experience, orientation, training and adjustment on the job itself.
- Must be a member in good standing of Canadian Institute of Planners (C.I.P.) and a Registered Professional Planner (RPP) in the Province of Ontario.

Knowledge/Skills

- Sound knowledge of relevant legislation, regulations, policies and procedures.
- Valid Ontario Driver's License- Class G and access to a reliable vehicle as travel is required.
- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, decisions are reached.
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major functions.
- Demonstrated ability to work independently within broader policies, and measured by results.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to influence financial decisions, including authorizing discretionary expenditures.
- Demonstrated analytical and problem-solving skills involving regular ingenuity, and development of complex, new, and improved methods, procedures, systems etc.
- Demonstrated capability to supervise and coordinate functional groups.
- Organizational skills with conscientiousness, to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide

interdisciplinary team-based discussions to increase staff morale, team building, collaboration, and community pride, including managing conflict and emergencies using tact, diplomacy, empathy, and conflict resolution skills to resolve issues.

- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Proven ability to use desktop or department/division specific software packages on their own or combine information from different software packages to get desired results.
 - Solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently.
 - Knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to development complex spreadsheets for analysis or presentation of data (including using of formulae).

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Functional

- Development and Land Use Planning
 - Undertake the evaluation of major development initiatives / proposals ensuring compliance with Municipal and Provincial policies and regulations utilizing professional judgement and planning principles.
 - Interpret government agency regulations and ensure compliance with same in accordance with the Memorandum of Understanding between the Municipality and the Province.
 - Maintain and foster corporate goals by ensuring public access to and participation in the planning process.
 - Chair pre-consultation and development coordinating meetings to review development proposals.
 - Attend meetings to provide and receive information relative to development proposals when and as required.
 - Negotiate solutions whenever possible between government agencies and/or the public in matters of competing interest.
 - Review and evaluate development submissions and reports, provide professional planning opinions or recommendations to senior staff and Council.
 - Prepare and present reports relating to planning proposals and issues and make recommendations (which may include conditions of approval) to Committee of Adjustment, Committee and Council.
 - Prepare and administer development agreements on behalf of the County ensuring compliance with municipal policies and procedure.
 - Monitor, assess and recommend area municipality sewage treatment plant capacity allocations in relation to existing and proposed developments through the preparation of sewage allocation reports.
 - Prepare Official Plan Amendments and land use by-laws such as zoning, holding, interim control, part lot control, temporary use and site plan, for consideration and approval by the Municipality.
- Land Use Policy:
 - Project manage various major and complex projects and programs, including issue-specific and general policy initiatives.
 - In terms of specific projects, responsible for managing peer reviews; preparation of terms of reference documents; assisting in retention of consultants; and, other aspects of study / project to be undertaken.
 - Research and prepare reports and / or assist in the preparation of long range planning studies related to planning and development issues as well as economic development issues.
 - Monitor the Zoning By-Law and Official Plan for any inconsistencies and ensure those identified are addressed and corrected during the appropriate review.
 - Assist in developing and implementing community engagement strategies.
 - Develop and maintain public awareness for the various land use policies, always being receptive and responsive to public feedback including representing the Municipality at public gatherings, e.g. Chamber of Commerce, BIA meetings, schools, etc.
 - Conduct statistical analysis; long-range planning; economic studies.

- Develop and maintain related databases.
- **Other Duties:**
 - Prepare and give expert planning testimony at Local Planning Tribunal (LPAT) hearings individually or in consultation with the County Solicitor.
 - Assist County solicitor in preparation to cross examine witness(es) at LPAT hearing(s) when and if required.
 - Provide advice and information to municipal staff including Building Inspectors and By-law Enforcement Officers.
 - Assist the Secretary Treasurer of the Committee of Adjustment by stamping deeds on an as needed basis.
 - Implement internal processes to efficiently manage work flow and provide good quality customer service.
 - Must be a team player with a commitment to quality customer service.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

WORKING CONDITION(S):

- Regular Business Hours: Monday to Friday (8:30am – 4:30pm)

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.