



Planner

(Planner I, Planner II, & Senior Planner)

Company Description

Located in southwestern Ontario, Thames Centre is a modern thriving community, located on the eastern edge of the County of Middlesex and City of London. We offer a mix of both urban and rural living where neighbours and friends are often one and the same, working together to sustain and grow our community through quality services and responsible leadership. We are proud of our magnificent natural areas, recreation facilities, and overall local amenities.

Job Description

Reporting to the Director of Planning & Development, the Planner is responsible for reviewing and processing development applications made under the *Planning Act* and other legislation. They also prepare and present professional planning advice, research, reports, and recommendations to the Municipal Council. Additionally, the Senior Planner acts as a lead for the Planning and Development team for land use planning policies, goals, and objectives.

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 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.
- Attend council, committee, public, and other meetings as required to act as planning spokesperson.

- Prepare and present reports, with professional opinion recommendations, council and committees.
- Attend council, committee, public, and other meetings as required to act as planning spokesperson.
- Provide advice and recommendations to the Director of Development Services and Planning on planning related 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.
- Prepare and present professional planning evidence and opinions on all files at court proceedings, the Ontario Land Tribunal, and other administrative tribunal hearings.
- Responsible for long range planning projects including research of complex planning issues; recommend changes to established policy; review new and emerging policy / legislation and be aligned with the County of Middlesex and local municipal staff.
- Assist the Director and/or Manager in the development project work plans and budgets, priorities, and strategic decisions for the department.
- Undertake special projects including research, consultation, evaluations and related activities.
- Represent the Municipality on committees and external bodies.
- Perform other duties as assigned.

Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

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.
- Three (3) to five (5) 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 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.
- Good interpersonal skills, ability to communicate effectively and maintain harmonious working relationships.
- Ability to maintain confidentiality, be tactful in all dealings and be self-motivated.
- Work is performed in an office environment that requires attention to detail and continuous deadlines.
- Ability to balance priorities to ensure effective departmental requirements are met.

Note: Job description under review

What Thames Centre Has to Offer

- A competitive salary ranging between \$88,852.40 to \$100,009.00 for 2024 with a 35-hour work week (salary dependent on role type).
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6pm on **Friday, June 28, 2024**, to:

Anica Peter, Human Resources Advisor
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.

In accordance with the Municipality of Thames Centre's COVID-19 Vaccination Policy, please note that all new Thames Centre employees are required to be fully vaccinated as a condition of employment.