



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

DATE January 25, 2024

POSITION	Municipal Planner
REPORTING TO	Director of Community Services and Economic Development
HOURS OF WORK	35 hours per week, as assigned
SALARY	\$91,300 to \$100,700

Reporting to the Director of Community Services and Economic Development, the Municipal Planner is responsible for analyzing Planning Act applications and development proposals for consistency with applicable legislation, the Provincial Policy Statement, the municipal Official Plan, the municipal comprehensive Zoning By-law, and various other by-laws. The Planner plays a key role in the implementation of elements from the municipal [Land Use Development Strategy](#) as well as West Nipissing's [Housing Strategy](#).

Within the organization, the Planner collaborates with the Building Department, Public Works, the Clerk's Office, and the Fire Department. Externally, the Planner consults and liaises with partner agencies and utilities, provincial and federal Ministries, stakeholder groups, committees, Council and members of the public.

ROLE AND RESPONSIBILITIES

- Serve as the primary contact person within the Planning Department for day-to-day planning inquiries.
- Assist the By-Law Officer, Chief Building Official and other departments in the administration, interpretation, and enforcement of local planning documents, such as the Zoning By-law, Site Plan Control By-law, and the Official Plan.
- Process, review, and evaluate Minor Variance and Consent, Zoning By-law Amendment, Official Plan Amendment, Site Plan Control, and Subdivision applications and aid in coordination with internal departments and outside agencies.
- Review all site plans in connection with building permit applications.
- Lead and/or participates on special projects and land use planning studies as assigned.
- Prepare and process Official Plan and Zoning By-law Amendments establishing municipality-wide land use policy and regulatory standards.
- Maintain the Municipality's database with respect to draft plan subdivision approvals, including approval date, expiry date and number of units.
- Maintain the Municipality's database with respect to Zoning By-Law Amendments, Minor Variances and Consents.
- Respond to legal/property status enquiries.
- Represent the Planning Department at the Committee of Adjustment and Planning Advisory Committee; present the recommendations on applications.
- Prepare, study and report on planning applications, related issues and pertinent legislation to Committees, Council, staff, and the general public, and represents the Planning Department at Open Houses, Public Meetings, and Council meetings when required.
- Assist with the preparation and administration of subdivision, site plan, and consent agreements when

required by applicable Planning Act applications.

- Prepare and issue Certificates of Consent; draft zoning by-law amendments, deeming by-laws, etc.
- Complete site inspections, when necessary, of any property that is subject to a planning application.
- Serve as a member and/or technical advisor on various ad-hoc committees.
- Research, evaluate, develop and/or update local planning documents and policies.
- Perform other tasks as assigned by the Director.

QUALIFICATIONS

- Bachelor's degree in planning or related field.
- Registered member or working toward a membership with the Ontario Professional Planners Institute and the Canadian Institute of Planners.
- Minimum two (2) years of relevant work experience.
- Familiarity with planning in the municipal sector is considered an asset.

SKILLS AND REQUIREMENTS

- Thorough knowledge of the *Planning Act* regulations and procedures, and other Provincial legislative, regulatory and policy framework.
- Demonstrated experience in municipal planning procedures and land development application procedures.
- General knowledge of public policy, practices and current issues affecting local government with an understanding of public sector management accountability frameworks.
- Excellent organizational, analytical, investigative, problem-solving, report writing, communication, presentation, and public speaking skills.
- Demonstrated presentation and administrative skills with ability to develop recommendations for a wide range of planning initiatives.
- Ability to respect confidentiality, and to communicate effectively and courteously with all levels of staff, external government agencies/authorities, the development community, ratepayer groups and the public.
- Sensitivity to matters of public interest, political context, including facilitation/negotiation skills.
- Demonstrated ability to work independently as well as in a team environment.
- Proficiency using business productivity applications including the Microsoft 365 suite (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint), etc.
- Ability to communicate in both official languages is considered an asset.

Applications for this position will be accepted, in confidence, until **February 29, 2024, at 4 p.m.**

Applications should be addressed to: Sonal Brahmabhatt CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
E-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.