

Township of South Stormont Position Mandate

Title:	Community Planner
Department/Office:	Planning / Economic Development
Reports to:	Director of Planning / Economic Development Officer (EDO)
Date Prepared/revised:	August 2019

Key Responsibilities:

Management and Leadership

1. Provides supervision to direct reports as applicable (i.e. support staff, students) as well as general management to outside suppliers/contractors and ratepayers.
2. Assist the Director in the preparation and submission of the Planning & Economic Development Section's annual business plan and budgets (operating and capital); participation in monitoring of the administrative performance of the Section against business plan and budget with recommendations to the Director for corrective action as required.
3. Develop recommendations to the Director for the Planning & Economic Development Section relating to development applications, zoning, variances, new or revised policies, new legislation, etc. consistent with applicable planning documents.
4. Assist the Director as requested for project management including planning and research studies, and for economic and tourism development projects such as awarded contracts and other initiatives.
5. Assist the Director in the formulation of recommendations and inputs to the Corporate Strategic Plan relating to the Section.
6. Representation as Planner in the absence of the Director.

Technical

7. Assist the Director with procedures, work methods and standards of services delivered by the Planning & Economic Development Section.
8. Assist to the Director with the identification of best practices covering land use planning, land division control and development application reviews, zoning administration, environmental planning, GIS/municipal mapping, by-law compliance, and economic and tourism development for possible application in the Planning & Economic Development Section.
9. Participate with the Director as required, for the completion of technical support and advice for the department in the review and timely processing of all applications (i.e., site plan, subdivision/ condominium, Official Plan amendments, zoning By-law amendments, variances, etc.) including site inspections, Committee of Adjustment secretariat duties, etc.
10. Complete research for, correspondence/report writing and preparation of legal documents including court/tribunal proceedings, and materials to implement planning decisions (e.g. site plan agreements, subdivision/condominium agreements, zoning by-law amendments, variances including written opinions on planning and economic matters).
11. Provide technical support and problem-solving assistance on planning matters to the Director, Township staff, Council, developers and property owners.
12. Forward information and corrections related to maintenance and updated information for the municipal GIS land parcel base maps and data systems relating to planning matters.
13. Assist the Director in the development and implementation of a quality assurance program to maintain on time, courteous and to standard delivery of services to the public; follow-up on program feedback and customer complaints.

Communications/Representation

14. Develop and maintain a contact network with professionals and counterparts in other municipalities, to gather benchmarking and best practices information/data, in particular, planning and economic development.
15. Represent the Township with community groups/associations, commercial and business associations/groups, tourism associations, developers, commercial interests and other professionals, as required.
16. Liaise with regulatory officials/agencies in the Planning fields at the federal, provincial and municipal levels.

General

17. Knowledge of applicable legislation, policies and pertinent land use matters.
18. Work in a professional manner adhering to Township policies, bylaws and expectations.
19. Work as a member of Planning/Economic Development Team, treating all with respect and courtesy.