



Intermediate Planner
13-month Contract – CUPE 1189-00
Job Posting #: 2024-23
Closing Date: July 5, 2024 – 4:30 pm

The City of Owen Sound is seeking candidates for the contract Intermediate Planner role. The Intermediate Planner is responsible for assisting the Planning Division in carrying out the duties, responsibilities, and workplan of the Planning & Heritage Division within the Community Services Department with a focus on the review and processing of development applications made under the Planning Act.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties, characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. This welcoming, vibrant, growing community reconciles urban convenience with a balanced lifestyle. Enjoy visits to galleries, libraries, theatres, museums, festivals, local shopping and dining.

The successful candidate will have a University Degree in Urban and Regional Planning or a related discipline; membership or eligibility for membership in either the Canadian Institute of Planners (CIP) or the Ontario Professional Planner's Institute (OPPI) is preferred. The successful candidate will also have at least two years of related experience. Municipal experience is considered an asset.

Additional Skills/Competencies/Requirements:

- Knowledge of all applicable Provincial, professional and related standards, including The Provincial Policy Statement, Planning Act (Ontario), Ontario Heritage Act and the Ontario Municipal Act.
- Demonstrated past experience in development application processing, policy preparation, and public engagement, is a vital asset.
- Ability to clearly and effectively present, exchange, explain, receive and interpret information, adjusting language or terminology to the audience's needs while always exercising respect, tact and courtesy.
- Demonstrate responsibility for independent work and completion of assignments with minimal assistance while anticipating potential issues. Ability to anticipate needs and priorities concerning the department and services and the Director's expectations.
- Demonstrate a positive attitude toward work and co-workers. Commit to establishing and maintaining positive working relationships with others. Work as a team member, occasionally as a team leader.
- Demonstrate courtesy, patience, and effective listening in all interactions. Correctly anticipate customers' needs. Ensure service delivery is accurate, timely, and complete.
- Able to utilize reflective reasoning to solve or recommend solutions to situations within the scope of responsibility by assessing existing methods or procedures with a realistic understanding of the issues and the decision's impact on the division or staff.
- Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with the appropriate degree of tact and discretion
- Demonstrated proficiency in Microsoft Office and Outlook. Working knowledge of GIS, and CloudPermit is an asset.
- Possess and maintain a valid Ontario Class "G" Driver's license

Please note the City is currently undergoing a Corporate-Wide Service Level Review. Therefore, potential reporting alignment or the duties and accountabilities are subject to modification.

The annual salary range for this position is \$71,671.60 - \$84,375.20. To explore this opportunity further, we invite applicants to forward their resume and cover letter by Friday, July 5, 2024, at 4:30 pm to:

Human Resources
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act* in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act*. It will only be used for candidate selection.



JOB DESCRIPTION

Department: Community Services **Division:** Planning

Job Title: Intermediate Planner – Contract

Union: CUPE 1189-00

Direct Supervisor: Manager of Planning & Heritage

Revision Date: May 2024

Position Summary and Scope:

The Intermediate Planner is responsible for carrying out the duties, responsibilities, and workplan of the Planning & Heritage Division within the Community Services Department. The usual duties of the position are:

- As a member of the Development Team, assist in executing the Planning & Heritage Division work plan, support and provide professional advice to the Committee of Adjustment, and regularly engage with the public under the supervision of the Manager of Planning & Heritage
- Provide technical and administrative support to the Manager of Planning & Heritage in processing Planning Act applications. Tasks may include reviewing and analyzing land development applications, preparing applications for circulation and processing, attending meetings, conducting zoning compliance checks, and certifying conditions.
- Review and prepare reports on various planning applications and policies and present them to the Committee and Council as required.
- The preparation of reports under the supervision of the Manager of Planning & Heritage to Council, Community Services Committee and the Committee of Adjustment.
- Primary contact for general planning inquiries (email, phone and counter). Provide accurate and professional information to applicants, consultants, developers and the general public. Liaise with other municipal staff, provincial ministries, and agencies.
- Provide professional planning advice and interpretation on various policy documents and give direction relating to various policy projects to staff, Council, external agencies, the general public and the development industry, per the obligations and competencies specified as a professional planner.
- Responsible for assisting in policy development through researching, interpreting, analyzing, preparing and recommending policy directions/options and project management activities.
- Undertake and assist with policy planning studies and special projects such as Official Plan reviews, Zoning By-law reviews, Secondary Plans, Community Improvement Plans, Heritage Conservation Plans and other policy matters.
- Provide professional planning advice by the Ontario Professional Planners Institute's Professional Code of Practice and Standards of Practice.

Duties and Accountabilities:

Daily

- Demonstrate excellent written communication skills and attention to detail in crafting and updating municipal planning policies and guidelines.

- Using sound analysis, identify potential challenges and opportunities while considering numerous inputs toward preparing recommendations on policy, official plan and zoning by-law amendments, and all development application forms under the Planning Act.
- Establish and maintain positive working relationships while participating in the Development Team to coordinate and review Planning Act applications about provincial and local policy and guidelines.
- Reliably use good judgment in all activities, including resolving complex zoning conformity matters, negotiating conditions, and preparing agreements for development.
- With minimal supervision and sound time management skills, prioritize workload while dealing with multiple demands to meet long-term and short-term deadlines.
- Provide verbal and written responses to various requests from legal firms and the general public, respecting official plan policies, zoning by-laws, site plan control, heritage, and general development information.
- Support other City staff and divisions in interpreting and implementing City and Provincial planning policies, legislation, and by-laws, updating City policies, practices, etc., as necessary.

Periodic:

- Conduct research projects, including preparing or overseeing major updates to the official plan and zoning by-laws and reviewing planning documents and issues in surrounding municipalities regarding City interest.
- As required, attend and present reports and technical advice to Council, the Committee of Adjustment, the Community Services Committee, the Accessibility Advisory Committee, and other committees/boards.
- Prepare necessary materials and facilitate public engagement and public meetings.
- Perform other duties as assigned by the Director of Community Services or Manager of Planning & Heritage from time to time.
- Assist in implementing the City's Heritage Work Plan.
- Represent and promote the City with developers, visitors, citizens and other persons involved in planning and development matters.

Educational Requirements:

- University Degree in Urban and Regional Planning or related discipline
- Membership or eligibility for membership in either the Canadian Institute of Planners (CIP) or the Ontario Professional Planner's Institute (OPPI) is preferred.

Skills and Competencies at the working level:

- Knowledge of all applicable Provincial, professional and related standards, including The Provincial Policy Statement, Planning Act (Ontario), Condominium Act, Ontario Heritage Act and the Ontario Municipal Act.
- Demonstrated experience in policy preparation, public engagement, and development processes as a vital asset.
- Ability to clearly and effectively present, exchange, explain, receive and interpret information, adjusting language or terminology to the audience's needs while consistently exercising respect, tact and courtesy.
- Demonstrate responsibility for independent work and completion of assignments with minimal assistance while anticipating potential issues. Ability

to anticipate needs and priorities concerning the department and services and the Director's expectations.

- Comply with department and corporate policies, procedures, and necessary legislation and accept accountability for own actions. Demonstrate respect for relevant legislation and demonstrate care and respect for employers' property and public image.
- Demonstrate a positive attitude toward work and co-workers. Commit to establishing and maintaining positive working relationships with others. Work as a team member, occasionally as a team leader.
- Demonstrate courtesy, patience, and effective listening in all interactions. Correctly anticipate customers' needs. Ensure service delivery is accurate, timely, and complete. Use tact when explaining/exchanging data or information. Ensure communications adhere to corporate philosophies and principles and are always respectful and supportive.
- Able to utilize reflective reasoning to solve or recommend solutions to situations within the scope of responsibility by assessing existing methods or procedures with a realistic understanding of the issues and the decision's impact on the division or staff.
- Must have excellent conflict resolution skills, along with the ability to listen
- Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with the appropriate degree of tact and discretion
- Demonstrated proficiency in Microsoft Office and Outlook. Working knowledge of GIS, CloudPermit, Publisher, Photoshop or related graphic software is an asset.
- Possess and maintain a valid Ontario Class "G" Driver's license

Employee Health & Safety Responsibilities:

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others;
- Actively participate in all COS safety initiatives and training;
- Report all hazards, incidents, accidents, near misses, injuries or illnesses promptly to your supervisor; complete all requested documentation.
- Follow all COS policies and procedures and the Occupational Health and Safety Act.
- For a detailed description of worker responsibilities, see the Occupational Health and Safety Act Part III Section 28

Experience at the working level:

Previous Work-Related Experience (# of years or months): 2 years

Positional on-the-job training required (# of weeks or months): 2 months

Working Relationships:

- Close working relationships with Building, Corporate Services, and Public Works and Engineering Services Division, County of Grey, and Grey Sauble Conservation Authority staff. Support and collaborate with the Development Team.
- This position necessitates working relationships with developers, landowners, lawyers, other staff, and various administrative tribunals, sometimes under demanding conditions.

- Complete professional accountability for decisions and advice on land development issues involving large financial investments, significant physical impact on the community and public exposure and scrutiny.
- Position is subject to constant interruption due to the need to serve the public and other staff on an "as need" basis.

Independence of Decision Making:

Has established policies & procedures Yes

Supervisor or lead hand usually available Yes

Problem solves within clear guidance and/or past practice Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: 5-7 hours per day

Walking: up to 1 hour a day

Standing: up to 1-2 hours a day

Sitting: 5-7 hours per day

Lifting: Limited, at times up to 50 pounds

Ladder Climbing: periodic

Exposure: Indoor Office

Other: Some site visits and off-site meetings

Working Conditions:

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

Some flexibility in hours is required to attend committee meetings outside of regular working hours and from time to time to meet deadlines.

Consequence of Errors:

- Attention to detail and adherence to policies and procedures is required.