



Senior Planner
Job Posting #: 2024-42
Closing Date: Friday, December 20, 2024

The City of Owen Sound is seeking candidates for the 12-month contract Senior Planner role. The Senior Planner will provide a full range of advanced professional and technical planning services related to supporting the City's planning and development goals and strategies.



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. The City of Owen Sound municipal offices are in the City's historic downtown core. This welcoming, vibrant, growing community reconciles Urban convenience with a balanced lifestyle. Enjoy visits to galleries, theatres, museums, festivals, the library, local shopping, and dining right outside the doors of City Hall.



The successful candidate will have a University Degree in Land Use Planning, be a full member of the Ontario Institute of Planners and be a Registered Professional Planner or eligible for the same. The successful candidate will also have a minimum of five (5) years related experience. Additional skills required include advanced knowledge of and ability to apply expertise in community planning principles and concepts, effective communication, conflict resolution, and negotiating skills, and working knowledge of GIS, AMANDA, or other databases.

Skills / Competencies Required:

- Advanced knowledge of and ability to apply expertise in community planning principles and concepts.
- Advanced Knowledge of all applicable Provincial (Ontario) legislation and standards, including Planning Act, Condominium Act, Ontario Heritage Act, Ontario Building Code, and the Ontario Municipal Act.
- Demonstrated past experience in policy preparation, public engagement, and development processes.
- Demonstrated presentation, project management and administrative skills with ability to develop recommendations for a wide range of planning initiatives.
- Demonstrate excellent written communication skills and attention to detail in crafting and updating municipal planning policies and guidelines.
- Ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the needs of the audience, while exercising respect, tact and courtesy at all times.
- Excellent organizational, analytical, investigative, report writing, communication, presentation and public speaking skills.
- Demonstrate responsibility for independent work, completion of assignments with minimal assistance, while anticipating potential issues. Ability to anticipate needs and priorities with regard to the department and services and Director's expectations.
- Compliance with department and corporate policies, procedures, and necessary legislation, accept accountability for own actions. Demonstrate respect for relevant legislation and demonstrate care and respect for employers' property and public image.

The wage rate for this position is \$80,862 - \$95,349. The entire job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter by December 20, 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* and will only be used for candidate selection.

Department: Community Services Division: Planning & Heritage

Job Title: Senior Planner

Employee Group: CUPE 1189-01

Direct Supervisor: Manager of Planning & Heritage

Revision Date: New

Position Summary and Scope:

The Senior Planner will provide a full range of advanced professional and technical planning services related to supporting the City's planning and development goals and strategies.

Duties and Accountabilities:

Provide an advanced level of professional planning advice in accordance with the Ontario Professional Planners Institute's Professional Code of Practice and Standards of Practice.

Participates as a core member of the Development Team, to co-ordinate and review Planning Act Applications with regard to provincial and local policies and guidelines, while establishing and maintaining positive working relationships.

Provides analysis and guidance executing the Heritage-related work plan, supports and provides professional advice to the Committee of Adjustment, and regularly engages with the public under the supervision of the Community Planner.

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 forms of development application under the Planning Act.

Conduct research projects, including the preparation or oversight of major updates to the official plan, zoning by-laws, secondary plans, community improvement plans, heritage conservation plans, planning studies and other policy matters and review planning documents and issues in surrounding municipalities with respect to City interest.

Provide verbal and written response to a wide range of requests from legal firms and the general public respecting official plan policies, zoning by-laws, site plan control, heritage, and general development information.

Engage the public on planning matters, both related to development applications, but also furthering public knowledge and understanding of planning.

Support and provide guidance to other City staff and divisions in the interpretation and implementation of City and Provincial planning policies, legislation and/or by-laws, updating City policies, practices etc. as necessary.

Attend and present reports and technical advice to Council, the Committee of Adjustment, Community Services Committee, Accessibility Advisory Committee and other committees/boards as required.

Prepare necessary materials and facilitate public engagement and public meetings.

Appear as a witness before the Ontario Land Tribunal and other administrative tribunals as required by the Director of Community Services and/or assist in the preparation of cases before the Tribunal.

Provides professional planning advice and interpretation on matters related to various policy documents, and gives direction relating to various policy projects to staff, Council, external agencies, the general public and the development industry, in accordance with the obligations and competencies specified as a professional planner.

Promote planning for a healthy, complete community. Provide an advanced level of planning research and knowledge to assess development applications and policy projects. Support and counsel junior and intermediate Planning staff in same.

Research and provides reports, guidance, and professional planning opinion on new legislation or provincial guidelines related to planning.

Leads and/or participates on special projects and land use planning studies as assigned.

Coordinates the activities of consultants working on studies or technical reports for the City, including preparing study outlines, arrange for requests for proposals or quotations with City Purchasing staff, assist with consultant selection; acts as the primary contact for the City, and oversees the completion of project deliverables.

Provide guidance and encouragement to Planning Department employees.

Assist in implementing the City's Heritage Work Plan.

Acts as the Manager of Planning during their absence.

Perform other duties as assigned by the Director of Community Services or Manager of Planning & Heritage from time to time.

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 trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.

Educational Requirements:

University Degree in Urban and Regional Planning or related discipline, a Master's degree in Planning is considered an asset.

Full Member of the Ontario Professional Planners Institute and Registered Professional Planner or eligibility for.

Skills and Competencies at the working level:

Advanced knowledge of and ability to apply expertise in community planning principles and concepts.

Advanced Knowledge of all applicable Provincial (Ontario) legislation and standards, including Planning Act, Condominium Act, Ontario Heritage Act, Ontario Building Code, and the Ontario Municipal Act.

Demonstrated past experience in policy preparation, public engagement, and development processes.

Demonstrated presentation, project management and administrative skills with ability to develop recommendations for a wide range of planning initiatives.

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

Ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the needs of the audience, while exercising respect, tact and courtesy at all times.

Excellent organizational, analytical, investigative, report writing, communication, presentation and public speaking skills.

Demonstrate responsibility for independent work, completion of assignments with minimal assistance, while anticipating potential issues. Ability to anticipate needs and priorities with regard to the department and services and Director's expectations.

Compliance with department and corporate policies, procedures, and necessary legislation, 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 towards work and co-workers. Commit to establish and maintain 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 needs of customers. Ensure delivery of services is accurate, timely and complete. Use tact when explaining/exchanging data or information. Ensure communications adhere to corporate philosophies and principles and at all times are respectful and supportive.

Able to utilize reflective reasoning to solve or recommend solutions to situations within scope of responsibility through assessment of existing methods or procedures with a realistic understanding of the issues and the impact of decision on the division or staff.

Effective consultation, conflict resolution and negotiating skills when dealing with the public, the development community, consultants, employees, public and private agencies, along with the ability to listen.

Ability to prioritize a demanding workload while dealing with multiple projects and deadlines. with minimal supervision and excellent time management skills

Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion

Demonstrated proficiency in Microsoft Office and Outlook. Working knowledge of GIS, AMANDA or other database, Publisher, Photoshop or related graphic software an asset.

Possess and maintain a valid Ontario Class "G" Driver's License

Experience at the working level:

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

Minimum 5 years of professional planning experience, municipal planning experience is an asset

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

1 year

Working Relationships:

Close working relationship with staff in the whole of Community Services, Engineering Services Division, County of Grey, and Grey Sauble Conservation Authority. Support and collaborate as a core member of the Development Team.

This position necessitates a working relationship with the developers, landowners, lawyers, other staff, various administrative tribunals at times under demanding conditions.

A complete professional accountability for decisions and advice offered on land

development issues involving large financial investments, significant physical impact on the community and public exposure and scrutiny.

Supervise the Division, including the work of the Junior/Intermediate Planner(s) and Development Coordinator, and leads the Development Team in the absence of the Manager of Planning & Heritage.

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: Flexibility in hours required in order to attend committee meetings outside of normal working hours and from time to time to meet deadlines.

Position is subject to constant interruption due to the need to serve public and other staff on an "as need" basis.

Consequence of Errors:

Judgement errors could cause potential harm to the public image through failure to exercise diplomacy when dealing with the public or government officials. Errors in judgement, miscommunication and breach of confidentiality would result in unfavourable relations between staff, council, the development industry, and the public and a loss of trust in the City's planning approval system. A misinterpretation of City policies or provincial guidelines could directly impact public safety or the natural environment.

Technical errors could lead to higher legal and administration costs, including litigation and tribunal costs. Errors in the planning process for subdivisions, condominiums, and local official plans and official plan amendments may place the City in a position of liability of significant proportions both from a financial and environmental perspective.

Written by:		
Approved by Dept Manager:		Date:
Approved by Human Resources:		Date: