

**Job Posting #:** #2024-43  
**Job Title:** Senior Planner  
Department: Development Services  
Reports To: Manager of Planning Services  
Directly Supervises: Planner, Development Services Assistant  
Status: Full Time Permanent  
Hours per Week: 35  
Salary: \$72,876.78 - \$88,575.39  
**Application Due Date: Until a successful applicant is found.**

### Position Summary

Reporting to the Manager of Planning Services, the Senior Planner is responsible for review and processing of a wide range of Development Applications including Subdivision, Site Plan, Official Plan Amendments, Zoning Amendments, Heritage Permits and Niagara Escarpment Development Control Permits. The Senior Planner provides professional land use Planning advice to Council and Committees, as well as internal staff and departments, mentors junior staff and responds to inquiries. The Senior Planner also conducts research, develops Planning Policy, and provides advice on Planning-related projects and programs for the department and municipality.

### Role Specific Duties and Responsibilities

#### Responsibilities:

1. Conducts review and analysis of Development files using professional knowledge, planning and corporate policies, legislation, procedures and standards.
2. As project manager for development files, coordinates internal and external circulations, provides development review feedback to developer to ensure timeline processing of applications.
3. Develops and presents a variety of Staff Reports to Council on Planning and Development applications, policies, new legislation, Planning projects and programs.
4. Attends meetings of Council, Committees, public meetings and Planning events and provides information at meetings and makes presentations on Planning matters.
5. Maintain information on development files, maps, policies and by-laws for the municipality's corporate record.
6. Monitors Planning-related legislation and policy changes and makes recommendations on implementation of those changes.
7. Undertakes policy projects, special studies and plans for the corporation from time to time (active transportation, urban design, parking plans), through collaboration among departments, external agencies and other stakeholders.
8. Working with municipal lawyer, develops and tracks agreements. Reviews requests for release of securities.

9. On behalf of the municipality, participates in Ontario Land Tribunal processes and provides expert testimony in Land Use Planning when necessary.
10. Provides support to division in processing all planning application types, where required, to ensure timely processing.

### General Duties and Accountabilities (All Municipal Roles)

1. Maintains a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Assist with maintenance of departmental information on the municipal website.
3. Must have excellent communication skills, collaboration, and negotiation, recognizing the value of working together to find solutions.
4. Comfortable with public speaking, presentations and demonstrates superior writing ability, using plain language.
5. Ability to meet deadlines, maintain organized files and projects, and good records management.
6. Provides quality and timely customer service, consistent with Municipal standards.
7. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
8. Perform other duties that may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

A valid Class G driver's license in good standing with a satisfactory driving record. Travel between municipal locations and site visits may be required.

### Education, Skills and Experience

1. A University degree in Land Use Planning or equivalent education.
2. Registered Professional Planner with full membership with the Ontario Professional Planners Institute.
3. A minimum of 5 years' experience as a professional land use planner; experience in a municipal setting is considered an asset.
4. Working knowledge Ontario's Planning framework including the Planning Act, Provincial Policy Statement, Municipal Act, Development Charges Act, Environmental Protection Act, Official Plans, Zoning By-laws and other related legislation and tools.

5. Familiar with the general aspects of project management, construction and Planning sequencing and time frames to complete projects.
6. Thorough working knowledge of Microsoft Windows and Office applications, and office equipment.
7. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.
8. Ability to multi-task, to work with interruptions, and to display common sense and patience.

### Physical Demands and Working Conditions

- Physical demand requires considerable sitting, computer usage and visual concentration. Working conditions are in a standard office environment with exposure to verbal criticism from the public. Job will involve some travel.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required. Option for flexible work arrangements such as flex time and work from home up to 1 day per week.

### Contacts and Interactions

- Communicates regularly with other municipal staff, developers, government agencies, and the public.

### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #43:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).