

Planner – Development Review POSTING No. 201903

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Manager of Development Review, this position is responsible as project manager for implementing the Town's development approvals system in regards to a broad range of development projects as assigned. This position provides specialized land use planning advice to Town Council, Committee of Adjustment, the Niagara Escarpment Commission and other related boards and committees. The Planner, Development Review is also responsible for attending, participating, monitoring inter-departmental and inter-agency committees, issues and matters, as delegated and to report to the Manager of Development Review.

Accountabilities:

- Responsible as project manager for coordinating all development processes of assigned development projects from the time of pre-consultation to the point preceding application for a building permit
- Function as the primary point of contact for communication between all parties involved in the development approvals process
- Facilitate resolution of conflict, identifies and pursues the resolution of key issues emerging through the course of a development project
- Establish deadlines and monitors progress of projects targeting delivery of decisions and outcomes as required by the Town policy, Bylaws, Provincial legislation and policies
- Monitor the development approvals process and recommends improvements to the Manager of Development Review that promote optimal effectiveness and efficiency
- Identify issues in the interpretation of the policy and regulatory framework and proposes solutions to advance development projects and identifies projects that need to be red flagged and escalated to department heads for a decision
- Work with consulting staff retained by the Town to provide specialized advice on development projects
- Engage a diverse range of public and private customers in the effective and efficient response to phone, e-mail and front counter inquiries
- Provide professional planning advice on matters related to various development projects to customers, other Departments, agencies, Senior Management, Town Council and associated boards and committees in accordance with obligations and competencies specified as a professional planner certified to practice in the Province of Ontario
- Hold and facilitate meetings as necessary involving Planning and other Town staff and customers and provide general counsel on the development approvals process in order to advance development projects process through the approvals to agreement and construction stages
- Formulate, negotiate and/or articulate the Town's position on matters related to the implementation of development projects as well as assist project proponents in advancing

development projects through approval stages with regard to Provincial planning legislation, regulations and policy statements, other Provincial legislation and plans, Regional planning policies and Town policies, processes and by-laws

- Prepare detailed planning reports to General Committee and Council on development review matters, and attend General Committee/Council meetings to present/explain these reports including formal presentations
- Manage public and agency notification and meeting processes and hold/facilitate special meetings as required to engage the public on development applications of particular interest or complexity
- Proactively work to resolve issues emerging from the circulation process
- Provide comment and recommendations on the urban design quality of projects to Council, senior management, related boards and committees and participates in the development of urban design policy and regulations
- Prepare and negotiate conditions of approval and implements legal instruments including development agreements, site plans, and bylaws
- Conduct site inspections in evaluating conditions of specific development proposals
- Attend on-site, off-site and evening meetings with customers, the public, other agencies and fulfills an advisory role to Committees and Town Council both with regard to specific applications and various elements of the development approvals process
- Attend on behalf of the Town Local Planning Appeals Tribunal hearings and other hearings conducted under Provincial legislation and provides oral and written evidence and defends the same under cross-examination
- Perform other job related duties as required

You possess:

- Eight years of planning experience, preferably in a municipal environment
- Four-year University degree in Urban and Regional Planning or a related field
- Membership in the Canadian Institute of Planners and O.P.P.I as a Registered Professional Planner (RPP)
- Effective time management/organizational skills to prioritize competing tasks, conflicting due dates and meet legislated and corporate time lines
- Excellent interpersonal, written and oral communication skills including presentation skills and ability to present evidence at the Local Planning Appeals Tribunal
- Project management experience
- Ability to work independently and with a team
- Thorough knowledge of Provincial planning legislation, regulations and policy statements, other provincial legislation and plans, Regional planning policies and Town policies and by-laws
- Mediation/negotiation and conflict resolutions skills to resolve disputes resulting from controversial development applications and to ensure Corporate policies are achieved through development approvals
- Ability to think creatively and use ingenuity to resolve unique problems pertaining to land development matters
- Excellent researching skills
- Ability to utilize computer software as necessary, including Amanda, MS word, Excel, Access and Power Point

Compensation: The salary range for this full time position is \$75,903 - \$90,360 per annum.

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., January 25, 2018. Please quote Posting No. 201903 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail: Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201903

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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