

PLANNER - POLICY POSTING 201920

Come join our team! We are looking for a candidate who 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. You are a professional planner who has excellent communication skills, a strong command of the fundamentals of professional planning along with several years of experience, preferably in a municipality with both an urban and rural planning context, and a desire to work in a collaborative, positive team environment where you can make a difference and continue to grow your career.

Reporting to the Manager of Planning Policy, you are a professional planner who will be responsible for policy research and formulation, and the project management of various municipally initiated planning projects.

Accountabilities:

- Providing professional planning advice on matters related to various policy projects to customers, other Departments, agencies, Senior Management, Town Council, Town Committees and associated boards/committees in accordance with obligations and competencies specified as a professional planner certified to practice in the Province of Ontario
- Preparing detailed planning reports to Council on policy matters, and attending Council meetings to present/explain these reports including formal presentations
- Preparing and processing Official Plan and Zoning By-law Amendments establishing Town-wide land use policy and regulatory standards, and conducting policy research as required
- Providing policy analysis on Provincial and Regional planning initiatives in terms of implications for the Town's programs and strategic objectives
- Developing effective public consultation programs for policy planning initiatives
- Developing tabular and spatial planning information to support policy planning, and providing value-added information to other departments for planning purposes
- Attending on-site, off-site and evening meetings to represent the Town as required
- Attending Ontario Municipal Board hearings and other hearings conducted under Provincial legislation on behalf of the Town, providing oral and written evidence, and defending the same under cross-examination
- Managing the activities of consultants carrying out work related to planning projects
- Performing other job related duties as assigned

You possess:

- Four-Year University Degree in Urban & Regional Planning
- 8 years of experience in the land use planning field, preferably in a municipal environment
- Membership in the Canadian Institute of Planners and O.P.P.I as a Registered Professional Planner (RPP)
- In-depth knowledge of Provincial, Regional, and Conservation Authority planning legislation. Specific knowledge/expertise in environmental planning a definite asset. Specific knowledge/expertise in rural planning also an asset

- Project management experience
- 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 Appeal Tribunal, other Boards and Committees and in Court on planning matters
- Ability to formulate/develop sound planning policy to guide Council decision-making that is defensible at the Local Planning Appeal Tribunal
- Dispute resolution and negotiation skills to balance divergent interests in the planning process
- Ability to think creatively and use ingenuity to resolve unique problems pertaining to policy formulation matters
- Excellent researching skills
- Statistical analysis, database development skills. ArcGIS and mapping skills a definite asset
- Ability to utilize computer software as necessary, including MS Word, Excel, Access and Power Point at an intermediate level

Compensation: The salary range for this full time is \$77,926 - \$92,769 per annum.

Application: Qualified candidates may submit a detailed resume in confidence to the Town by 4:30 p.m., April 25, 2019. Please quote Posting Number 201920 on your cover letter.

Email: humanresources@haltonhills.ca (preferred)

Mail: Human Resources

Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2

Fax: (905) 873-1431

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