



## **Planner Policy/Development Review 2 Year Contract POSTING No. 201727**

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. To be successful, you possess excellent communication skills, a strong command of the fundamentals of professional planning along with several years of experience 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 Managers of Planning Policy and Development Review, you are a professional planner who will be responsible for policy research and formulation, and a broad range of development projects as well as providing specialized land use planning advice to Town Council, Committee of Adjustment, the Niagara Escarpment Commission and other related boards and committees.

### **Accountabilities:**

- Managing the activities of consultants carrying out work related to planning projects
- Providing professional planning advice on matters related to various policy and development projects to customers, including counter inquiries, 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 and development 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.
- Project managing and coordinating all development processes of assigned development projects from the time of pre-consultation to application for a building permit, and monitoring progress of projects targeting delivery of decisions and outcomes as required by the Town policy, Bylaws, Provincial legislation and policies.
- Formulating, negotiating and/or articulating the Town's position on matters related to the implementation of development projects as well as assisting project proponents in advancing development projects through approval

- Providing comment and recommendations on the urban design quality of projects and participates in the development of urban design policy and regulations.
- Preparing and negotiating conditions of approval and implements legal instruments including development agreements, site plans, and bylaws.
- Conducting site inspections in evaluating conditions of specific development proposals.
- Attending on behalf of the Town Ontario Municipal Board hearings and other hearings conducted under Provincial legislation and providing oral and written evidence and defends the same under cross-examination.
- Participating in and contributing to continuous improvement and other projects in the Department
- Performing other job related duties as required

**You possess:**

- Four-year University degree in Urban and Regional Planning or a related field.
- Eight (8) years of planning experience, preferably in a municipal environment.
- Membership in the Canadian Institute of Planners and O.P.P.I as a Registered Professional Planner (RPP).
- Thorough knowledge of Provincial planning legislation, regulations and policy statements, other provincial legislation and plans, Regional planning policies and Town policies and by-laws.
- Effective time management and 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 Ontario Municipal Board.
- 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 Amada, MS word, Excel, Access and Power Point
- In-depth knowledge of Provincial, Regional, and Conservation Authority planning legislation.
- Ability to formulate/develop sound planning policy to guide Council decision-making that is defensible at the Ontario Municipal Board.
- Statistical analysis, database development skills. ArcGIS and mapping skills a definite asset.

**Compensation:**

The range for this contract position is \$40.58 - \$48.31 per hour (based on \$73,859 - \$87,927 per annum). You may be required to attend on-site and off-site and evening meetings with customers, the public and other agencies.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., June 5, 2017. Please quote Posting No. 201727 on your cover letter. Please apply using only **one** method of application below.

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201727

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

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.

