



Senior Heritage Planner POSTING No. 201902

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 Planning Policy, the Senior Heritage Planner is responsible for providing professional planning advice and recommendations to Council and the Municipal Heritage Committee on complex heritage conservation and planning matters. This position will also provide input and advice for development applications and long range planning studies. The Senior Heritage Planner will also be responsible for the project management, coordination and administration of municipally initiated heritage conservation projects and strategies including those of a complex nature.

Accountabilities:

- Project manages various heritage conservation studies related to heritage conservation or planning matters, including heritage conservation district studies, financial incentive programs, heritage guidelines, and municipal heritage conservation/planning processes with minimal supervision
- Provides professional planning advice to the Municipal Heritage Committee, Council and other Committees of Council, with respect to heritage conservation matters, including Planning Act applications where appropriate
- Responsible for the coordination of research and report preparation with respect to the designation of heritage properties, districts or resources under the Ontario Heritage Act and other applicable legislation or policy
- Functions as the primary point of contact for heritage conservation matters at the Town and ensures that the necessary public consultation process is undertaken
- Maintains and updates the Municipal Heritage Register including providing advice and recommendations on requests for demolition permits and other heritage planning databases
- Reviews and provides professional heritage input and advice to staff on development applications filed under The Planning Act Reviews and provides professional heritage input and advice to staff on long range planning matters such as Secondary Plans and Special Studies
- Prepares detailed planning reports to Committee and Council on heritage conservation matters, to ensure compliance with the Halton Hills Official Plan, Ontario Heritage Act, Planning Act and other planning or heritage related legislation
- Attends Committee/Council meetings to present/explain any reports, including formal presentations
- Attends Local Planning Appeals Tribunal, Conservation Review Board and other hearings conducted under Provincial legislation on behalf of the Town, and provides oral and written evidence and defends the same under cross-examination
- Prepares Terms of Reference for heritage planning projects
- Provides input into the development of the annual Departmental Business Plan as it pertains to heritage matters

- Facilitates resolution of conflict through negotiation, and identifies and pursues the resolution of key issues through the course of heritage conservation projects, amongst the public, developers, and public agencies
- Establishes and ensures project deadlines are met in accordance with defined study work plan
- Manages the activities of consultants carrying out work related to heritage planning projects
- Engages a diverse range of public and private customers in the effective and efficient response to phone, e-mail and front counter inquiries related to heritage conservation
- Provides professional advice on matters related to various heritage matters to customers, other Departments, agencies, Senior Management, 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
- Holds and facilitates meetings as necessary involving Planning and other Town staff and customers and provides general counsel on heritage matters.
- Prepares and processes Official Plan and Zoning By-law Amendments establishing Town-wide land use policy and regulatory standards, with respect to heritage conservation and related matters.
- Provides policy analysis on Provincial heritage conservation initiatives in terms of implications for the Town's programs and strategic objectives.
- Participates in inter-agency heritage policy coordination initiatives to represent the interests of the Town as assigned by the Manager of Planning Policy
- Attends on-site, off-site and evening meetings with customers, the public, and other agencies
- Participates on corporate committees as assigned by the Manager of Planning Policy
- Performs other job related duties

You possess:

- Ten years of on the job experience in the heritage conservation/planning field, preferably in a municipal environment
- Four-Year University Degree in heritage conservation, architecture or urban planning. Specialization in building architecture preferred
- Membership or eligibility for membership in the Canadian Association of Heritage Professionals (CAHP) and Canadian Institute of Planners and O.P.P.I as a Registered Professional Planner (RPP)
- Ability to formulate/develop sound heritage policy and regulation to guide Council decision-making and that is defensible at the Local Planning Appeal Tribunal, Conservation Review Board and other Boards
- Ability to present evidence at the Local Planning Appeal Tribunal, Conservation Review Board, other Boards and Committees and in Court on heritage planning matters
- Extensive project management experience
- In-depth knowledge of Provincial heritage conservation legislation and policies (e.g. Ontario Heritage Act)
- In-depth understanding of planning policy and development matters relative to the conservation of heritage resources
- Complementary urban design experience to assist in evaluating adaptive re-use proposals
- Ability to utilize computer software as necessary, including MS Word, Excel, Access and Power Point

Compensation:

The salary for this position (35 hours per week) is \$87,250 - \$103,869 per annum.

This position will be required to attend on-site and off-site and evening meetings with customers, the public and other agencies.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., January 25, 2019. Please quote Posting No. 201902 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. 201902

Note: Interviews for this position are targeted to be scheduled towards the end of February/beginning of March

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