



## **Senior Planner – Development Review POSTING No. 201735**

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 to work as a project manager implementing the Town's development approvals system in regards to a full range of development projects with an emphasis on those of a particularly complex nature. You will provide specialized land use planning advice to Town Council, Committee of Adjustment, the Niagara Escarpment Commission and other related boards and committees.

### **Accountabilities:**

- Project management, coordination and administration of a broad range of development processes, including managing the activities of consultants, providing responsive customer service to a broad range of client groups, and demonstrating command of a broad range of knowledge areas and competencies essential to delivery of relevant solutions and recommendations
- Provide leadership in the review of development applications to other staff in a multi-disciplinary network representing various disciplines and agencies involved in the review and approvals process; provide professional planning advice on matters related to various development 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
- Prepare detailed planning reports to Council on development review matters, and attending Council meetings to present/explain these reports including formal presentations
- Hold and facilitate meetings to engage the public on development applications including required notifications to relevant agencies and members of the public
- Advance development projects through approval process by working with Town staff and customers and setting conditions of approval (including development agreements, site plans and bylaws)
- Conduct site inspections to evaluate development proposal conditions
- Attend on-site, off-site and evening meetings to represent the Town as required, including on inter-agency committees
- Attend 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
- Mentor other Development Review and Planning staff
- Special Projects assigned by the Manager of Development Review including contributing to and leading ongoing continuous improvement initiatives that establish and maintain the Town as a leader in effective and efficient delivery of development review services
- Other job related duties as assigned

**You possess:**

- Ten (10) years of land use planning experience, preferably in a municipal environment
- Four-Year University Degree in Urban & Regional Planning or a related field
- Membership in the Canadian Institute of Planners and O.P.P.I as a Registered Professional Planner (RPP)
- Proven project management experience
- In depth knowledge of Provincial planning legislation, regulations, plans and policy statements, Regional planning policies and Town policies and by-laws
- Ability to undertake complex assignments with minimal supervision
- 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 Ontario Municipal Board, other Boards and Committees and in Court on planning matters
- Strong dispute resolution and negotiation skills to balance divergent interests in controversial development applications
- Ability to think creatively and use ingenuity to resolve unique problems pertaining to land development matters and strong research skills
- 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 position is \$85,750 - \$102,083 per annum.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., August 16, 2017. Please quote Posting No. 201735 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. 201735

**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.

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

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)