



Town of Erin

Senior Planner

Business Unit: Planning & Development

Position Title: Senior Planner

Reports To: Chief Administrative Officer

The Opportunity

The Town of Erin is a vibrant and growing community located North West of the Greater Toronto Area and we are looking for someone to join our team as our Senior Planner. Under the direction of the Chief Administrative Officer, the Senior Planner is responsible for project management leadership for a wide range of planning and policy issues, in both an urban and rural context, preparing reports on a wide range of more complex and politically sensitive projects, issues and proposals. The incumbent will lead and support a variety of corporate strategic initiatives related to the Town's Strategic Priorities.

This position is responsible for providing professional planning analysis and advice on land use planning matters having regard to the Planning Act, and other related legislation, regulations, policy and planning principles. The incumbent is also responsible for assisting the Chief Administrative Officer in reporting and providing advice on land use planning matters. The incumbent will also independently manage planning projects, conduct studies and prepare and present reports for Council.

Position Requirements

- 5-7 years of land use planning experience, preferably in a municipal environment;
- Full membership in Ontario Professional Planning Institute (OPPI) and Canadian Institute of Planners (CIP)
- Registered Professional Planner (RPP) is preferred;
- Successful completion of post-secondary training at the University level in Urban & Regional Planning; Master level qualification preferred;
- Thorough knowledge of Zoning By-laws, Official Plans, the Planning Act and LPAT processes as well as other applicable Legislation, Acts, regulations, local government functions and responsibilities;
- Sound understanding of municipal planning principles and practices, zoning by-laws, development process and urban design concepts;
- Proven project management experience including the coordination and administration of a broad range of development processes, 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;
- Proficient in Microsoft Office / Microsoft 365.

Major Responsibilities include but are not limited to the following:

- Manage development applications, including but not limited to, Official Plan Amendments, Zoning By-law Amendments, Site Plan Control applications, Committee of Adjustment applications;
- Prepare detailed planning reports and make recommendations to Council on development review matters, based on sound planning principles in respect to all applications, including draft by-laws. This includes the co-ordination, circulation and evaluation of comments from internal departments, agencies, the public and Council and the formation of planning alternatives and recommendations;

- Attends public consultation meetings to present, respond to questions from Committee, Council, the public and other stakeholders;
- Advance development projects through approval process by working with Town staff, external agencies and applicants;
- Prepare, review and finalize agreements (i.e. development, site plan, subdivision) related to planning matters;
- Prepare appeal records, affidavits, witness statements and evidence with little to no supervision;
- Ensure timely and appropriate responses to counter, telephone and email enquiries regarding land use, zoning matters and related by-laws, Acts and regulations;
- Liaises with other Business Units about development applications, proposed by-law amendments, official plan amendments, etc.;
- Coordinate the review and analysis of planning and development proposals and applications and undertake zoning compliance analysis for proposals and applications;
- Analyze the merits of development applications on the basis of compliance with provincial and municipal policy standards and guidelines.

Working Conditions and Environment

- This incumbent in this position will be working primarily out of the Town offices.
- The foregoing represents a reasonable statement of the requirements of this position.
- This position is for a 40-hour a week position Monday- Friday.
- The salary range for position is \$106,784.88 - \$124,291.23.
- Attendance at evening meetings will be required.
- The Town of Erin provides an excellent comprehensive benefit package as well as enrollment in the OMERS pension plan.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted **until 4:00 pm on Friday, February 23rd, 2024**

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.