



Job Title:

Division:

Reports to:

Last Revision:

Planner/EDO

Community Development

Chief Administrative Officer

2022

Job Statement

With support from the CAO/Manager of Community Development, the Planner/EDO has responsibility for a full range of professional land use planning and economic development functions. Emphasis is on providing professional advice regarding land use matters, including planning policy and development review. The Planner/EDO also fosters business retention and expansion by leading a variety of economic development initiatives.

Essential Functions

1. Provides professional planning advice on land use planning applications and development proposals, including public inquiries and pre-consultation.
2. Prepares official plans, zoning by-laws, and amendments thereto, and other land use policies, studies, and agreements, as required.
3. Processes development applications, including the preparation and circulation of by-laws, reports and notices. Liaises with external agencies.
4. Assists to the department's overall performance against plans and initiates corrective action, as necessary.
5. Contributes to departmental projects approved by Council in keeping with long-term plans.
6. Assists in the preparation and administration of budgets and corporate grant applications.
7. Coordinates community improvement and tourism initiatives, including visitor information centre, with support from the Community Development Coordinator.
8. Leads economic development activities, business retention and expansion.
9. Serves as an initial point of contact for businesses, developers, investors, and their representatives, along with other staff.
10. Provides economic development advice to staff and council.
11. Guides the community profile and assists with other marketing initiatives.
12. Leads the Community Improvement and Events/Tourism Grants.
13. Performs various administrative functions and liaises with community partners and agencies.
14. Provides information to the public on development and planning matters.

15. Performs the responsibilities of the position within the standards set out in applicable legislation and consistent with the operational policies of the Township of Whitewater Region.
16. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Job Specifications

1. University or College degree in Planning or related discipline, or an equivalent combination of education and planning experience.
2. Three (3) years of experience in municipal planning and development with an emphasis on rural and small urban environments.
3. Eligible to obtain designation as a Registered Professional Planner (RPP) with the Ontario Professional Planners Institute, and interest in obtaining Economic Development certifications.
4. Demonstrate a working knowledge of Provincial Policy Statement, Ontario Planning Act, and Municipal Act. Experience and knowledge regarding the Local Planning Appeal Tribunal process is required. Ability to interpret legal surveys, agreements, maps, drawings, plans, GIS data, etc.
5. Analytical and negotiation skills for complex matters.
6. Public speaking required, including Public Meetings and presentations.
7. Highly developed collaboration, and communication skills with a strong sense of public service.
8. Basic computer proficiency and report writing required.
9. Experience working with Geographic Information Systems is considered an asset.
10. Valid G Driver's License in good standing with access to private vehicle.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.