



Job Title:	Planner/EDO
Division:	Development & Planning
Reports to:	Chief Administrative Officer
Last Revision:	January 2019

Job Statement

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. Coordinates community improvement initiatives, including the processing of grant applications under adopted Community Improvement Plans.
5. Leads economic development activities that foster business retention and expansion, including the maintenance of the website's business directory.
6. Serves as an initial point of contact for businesses, developers, investors and their representatives.
7. Provides economic development advice to staff and council.
8. Develops and maintains the community profile and assists with other marketing initiatives.
9. Assists in the preparation and administration of budgets.
10. Performs administrative duties, including records management.
11. Provides information to the public on development and planning matters.
12. 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.
13. 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 degree in Planning or closely related discipline required, preferably at the Masters level.
2. Five (5) years of responsible, professional experience in municipal planning and development with an emphasis on rural and small urban environments.
3. One of the following is required:
 - a. Designation as a Registered Professional Planner (RPP) with the Ontario Professional Planners Institute, or
 - b. Progressing to designation as an RPP, or
 - c. Eligibility for full membership in Canadian Institute of Planners (MCIP).
4. Willingness to obtain Economic Development certification.
5. Thorough knowledge of Provincial Policy Statement, Ontario Planning Act, and Municipal Act.
6. Experience and knowledge with regard to the Local Planning Appeal Tribunal process is required.
7. Ability to interpret legal surveys, agreements, maps, drawings, plans, GIS data, etc.
8. Analytical skills to define and resolve planning related problems and negotiation skills for complex applications.
9. Public speaking required, including Public Meetings and presentations.
10. Highly developed collaboration, leadership and communication skills with a strong sense of public service.
11. Basic computer proficiency and report writing are required.
12. Valid G Driver's License in good standing with access to private use of a 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.