



Senior Community Planner

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As Senior Community Planner, you will lead, manage, coordinate and implement long-range and policy planning initiatives; coordinate the preparation and maintenance of the Town's Official Plan, supporting special studies, planning policies and other documents; support Neighbourhood and Secondary Planning; and coordinate community planning master plans, initiatives, special projects and programs.

With a four-year university degree in planning or related field and five years of progressive planning experience, you are registered or eligible for Registration as a Professional Planner accredited in Ontario and a member or eligible for membership in the Ontario Institute of Professional Planners. You also have applied, technical knowledge of applicable/related planning and heritage legislation/regulations, guidelines, able to develop, interpret and apply policies.

Compensation includes an annual salary of \$83,419 - \$100,120 and a comprehensive health and wellness benefit package.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

To learn more and apply please [click here](#). The deadline for receiving applications is 12:00 Noon on **Friday, January 21, 2022**.

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* as amended to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Please note that the Town of Fort Erie requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the Town of Fort Erie.

Department: Planning and Development Services
Division: Planning and Development
Reports to: Manager, Community Planning

Position Objective

To lead, manage, coordinate and implement long-range and policy planning initiatives; coordinate the preparation and maintenance of the Town's Official Plan, supporting special studies, planning policies and other documents; support Neighbourhood and Secondary Planning; and coordinate community planning master plans, initiatives, special projects and programs.

Duties & Responsibilities

1. Identify, assess, initiate, manage and drive opportunities related to land use policy that protect the long-range interests of and advance the strategic objectives of the Town and Council priorities.
2. Initiate and manage community planning initiatives and special projects. Provide expertise and leadership, relative to natural and cultural heritage, brownfield development, urban and rural land use, climate change, affordable housing, cannabis, archaeology, urban area boundary expansion, and other community planning priorities.
3. Lead and coordinate the preparation of the Town's Official Plan and amendments to meet the land use needs of the Town, other government agencies and stakeholders.
4. Represent the Town relative to Regional Official Plan matters.
5. Undertake land use studies and masterplans as necessary to support the needs of the Town, demonstrating skills relative to project management and public consultation. Prepare Request for Proposals and Request for Quotations as required to retain project specific consultants. Manage consultants to meet the objectives of the Town.
6. Serve as a staff liaison and offer support to assigned Council-appointed Committees, including but not limited to the Heritage Standing Committee, the Affordable Housing Committee and the Communities-in-Bloom Committee. Represent the Town of Fort Erie on relevant committees of the Region and other agencies.
7. Support the Neighbourhood and Secondary Plan program, relative to policy preparation.
8. Serve as an internal and external staff resource relative to the review of official plan amendments and neighbourhood and secondary plans.
9. Prepare Administrative Reports related to Land Use Policy and Community Planning with recommendations to Council. Provide advice and comments to Council, other staff, government agencies, the public at large, and stakeholders on local, regional and provincial land use, planning policies and community planning programs.
10. Attend and present reports/presentations at Council meetings, public open houses and public meetings, as required. Consult with community stakeholders as required. Lead public consultation processes, as required.
11. Provide expert evidence at Ontario Land Tribunal hearings.

12. Implement policy, capital and operating recommendations of the Fort Erie Waterfront Strategy and other Town studies and master plans as required.

Education & Experience

- Four (4) year University Degree in Planning or related field
- Registered as or eligible for Registration as a Professional Planner accredited in Ontario
- Member of or eligible for membership in the Ontario Institute of Professional Planners (OPPI)
- Minimum five (5) years' prior experience. Municipal experience an asset.
- Experience with Official Plan policy, Policy planning, Zoning Bylaws, Secondary/Neighbourhood Plans, Community Improvement Plans, Heritage Planning, Affordable Housing.
- Experience in a government environment is an asset.

Knowledge

- Applied, technical knowledge of applicable/related planning and heritage legislation/regulations, guidelines, policies/policy statements, and local by-laws
- Applied, technical knowledge of Photoshop, MS office software including Publisher and Powerpoint.
- Technical knowledge of local government
- Technical knowledge of tribunal/court rules of procedure
- Technical knowledge of project management
- Technical knowledge of customer service and public consultation legislation, standards and strategies. Customer focused.
- General knowledge of local government structure, protocols, procedures, reporting, public procurement, budgeting and funding
- General knowledge of routine office procedures, practices and equipment

Skills & Ability

- Ingenuity and creativity, conceptual thinking and problem solving
- Ability to apply long-range strategic thinking
- Ability to develop/interpret/apply policies, by-laws, professional standards
- Negotiation skills
- Excellent communication skills, including verbal, written, listening, graphic presentation and public speaking
- Strong research and analytical skills
- Plan, lead and direct the completion of projects
- Attention to high degree of quality and accuracy
- Sound decision-making ability, and exercise of discretion
- Ability to work independently and as a team member, to collaborate.
- Organization and time management skills
- Ability to work on a number of projects simultaneously
- Commitment to continuous learning

Supervision

None

Work Demands

- Regular public/committee meetings outside of regular work hours
- Manage multiple and simultaneous time demands and deadlines
- Works independently and under general supervision; refer unusual problems to supervisor; confers with Manager, Community Planning
- Target completion dates range from one day to one year
- Requires close attention to avoid errors or missed deadlines that may result in increased cost, incorrect payments, misinformation, delay, customer dissatisfaction, litigation, embarrassment and damage to reputation of the Corporation, Council and employees
- Frequent contact with the general public regarding potentially contentious issues
- Considerable attention of long duration to avoid errors. Frequent close and highly concentrated mental and visual alertness
- Occasional work with confidential information
- Normal activities include sitting, standing, regular movement; visual demands
- Standard office environment with normal disruptions
- Backup to the Manager, Community Planning

Position History

In January 2005, the job description of Senior Policy Planner was revised to reflect the department's name change resulting from restructuring in accordance with By-law No. 200-04. It was revised and renamed in December 2010. In 2017 the position was fundamentally changed to a Senior Community Planner.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This Job Description was reviewed and updated in November 2021, to reflect the current scope and responsibilities of the position.

Chief Administrative Officer

Date