

TOWNSHIP OF MONTAGUE
Position Description – Planner
2025

Position Title: Planner
Reporting To: Municipal Manager

PURPOSE OF POSITION

The Planner is responsible for providing advice to the Municipal Manager and Council with respect to the orderly growth and development of the municipality in accordance with the Planning Act, Provincial Planning Statement and documents approved thereunder; policy formulation and implementation; management, direction and supervision of the Planning Department including the functional areas of Planning and Heritage.

MAJOR RESPONSIBILITIES

1. Program/Service

Serves as Planner for the Township ensuring compliance with all statutory obligations and sound planning practices.

- a. Provides strategic oversight and long-term visioning for departmental and corporate objectives of Planning.
- b. Manages and coordinates all planning and development activities within the Township including the preparation and execution of agreements. Organizes the effective operation of Planning functions with other Township Departments, the County of Lanark, developers, agencies, and members of the public.
- c. Manages human resources within the Planning Department functional areas, as well as contract consultants.
- d. Prepares and monitors the Departmental and functional area budgets, including long-term project forecasting for capital works.
- e. Manages Council and public relations and inquiries related to development in a considerate manner, conscious of context and audience. Provides advice, assistance and guidance to prospective applicants and their agents regarding planning applications.
- f. Undertakes file preparation, tracking and initial review at the application intake stage to ensure essential content is obtained from the applicant for planning applications.
- g. Provides expert witness testimony as needed before the courts and applicable tribunals.

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- h. Administers and enforces the Township's Official Plan, any secondary plans, Zoning By-law, Site Plan Agreements, development agreements, subdivision agreements, and other development related by-laws including the processing of minor variances, severances, complaints, violations, etc.
- i. Prepares mailing lists for circulation of various notices and messages for planning. Prepares compliance letters, correspondence, and by-laws.
- j. Reviews all site plans for building permit approvals.
- k. Maintains electronic and hard copy office records for Planning in accordance with the Township's records management policy.
- l. Analyzes and evaluates all planning applications under the Planning Act, Provincial Planning Statement, Lanark County Official Plan, Township Official Plan and Township Zoning By-law.
- m. Serves as delegated authority for review and comment regarding Land Division Committee requests.
- n. Prepares draft subdivision conditions with input from relevant staff and agencies for Council's approval and submission to the County of Lanark and with appropriate staff input, releases conditions of draft subdivision approval once fulfilled.
- o. Provides advice in policy formulation including the development and maintenance of the Township's Official Plan, land use, building standards and other development related by-laws.
- p. Prepares studies, reports and presentations on planning related matters to Committee, Council, staff, public, and implements Committee's decisions.
- q. Attends open houses, public meetings, and Council and Committee meetings as required.
- r. Ensures that any policies and directives impacting the Planning Departmental functional areas of the Township are carried out.
- s. Improves the appreciation, preservation, and enhancement of the cultural, human, and natural heritage assets of the Township.
- t. Liaises with developers, contractors and government departments and agencies.

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- u. Undertakes community and economic development studies and strategies as required.
- v. Seeks and provides legal advice on development related matters to Council and Administration as required.
- w. Analyzes short-and long-term staffing and organizational requirements and implements plans for the continuing efficiency of the Planning Department.
- x. Initiates and directs the review of policies, programs, processes, procedures, and performance measures to ensure their relevance, effectiveness, and efficiency, and initiates or recommends development or changes, as required.
- y. Ensures prompt and accurate completion of all reports, records and required documentation.
- z. Effectively collaborates on projects with peers and more senior-level personnel in other departments, agencies, levels of government and stakeholders.
- aa. Establishes environmental scanning processes including applicable legislation, industry standards and procedures, regulations, and techniques to determine/identify emerging issues and trends, and their impacts on programs.
- bb. Creates and promotes an environment characterized by teamwork and collaboration, modelling an inclusive culture which encourages all employees to work cooperatively and network to achieve common objectives and to develop a healthier, and more rewarding and productive working environment.
- cc. Prepares various divisional and departmental reports/correspondence including a yearly strategic operational plan outlining divisional goals and a year-end analysis.
- dd. Attends conferences and meetings to keep abreast of current trends in the field; represents the Township of Montague in a variety of local, county, provincial and other meetings.
- ee. Evaluates impact of regulations and legislation changes and advises Council, as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Municipal Manager.

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2. Human Resources

Fosters positive employee/employer relations and a productive workplace environment.

3. Financial Resources

Assists in the preparation of the annual Building and Planning Departments operating budget and presents same to Treasurer and Council.

4. Material Resources

Proper operation and care of a personal computer and several statistical software applications.

Responsible for safe operation of an automobile.

SKILLS AND COMPETENCIES

- a. Thorough working knowledge of municipal legislation/regulations related to development including the Planning Act, Municipal Act, Building Code Act, Environmental Assessment Act, Development Charges Act and related legislation, etc.
- b. Ability to supervise the work of staff and consultants.
- c. Excellent computer skills, including knowledge of Microsoft Office software, GIS, and other related software packages with a strong sense of uses/opportunities for technology in a municipal environment.
- d. Demonstrated leadership skills with the ability to coach, motivate, and develop employees and encourage teamwork.
- e. Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy.
- f. Ability to analyze and make timely decisions considering facts, goals, constraints, and risks of a situation.
- g. Open to new ideas and innovative approaches.
- h. Excellent verbal (courtesy, tact, discretion, explanation, judgement, and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing and writing reports/correspondence.
- i. Demonstrated excellent organizational skills and time management skills.

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- j. Discretion and good judgement when handling confidential/sensitive material/information.
- k. Demonstrated commitment to personal and professional development.
- l. Possesses and maintains a valid Ontario Class G Driver's License and reliable vehicle to use on corporate business when/if required.
- m. Work with the public, in a service-oriented environment, to transfer technical information to both technical and non-technical people with tact and diplomacy.
- n. The ability to read and interpret construction drawings is essential.

SKILL AND EFFORT

5. Knowledge

- a. A university degree in Land Use Planning or related field, or equivalent experience as recognized by the Ontario Professional Planning Institute
- b. Membership in the Canadian Institute of Planners / Ontario Professional Planners Institute
- c. Registered Professional Planner (RRP) designation in good standing

6. Experience

A minimum of five (5) years' prior planning experience in a position of similar responsibility, or a suitable combination of education and planning experience, preferably in a municipal setting.

7. Physical Skill and Effort

This position requires intense visual and listening skills, ability to sit for long periods of time, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk and climb stairs, and hand-eye coordination. Physical demands such as lifting and carrying files, reports and drawings will be required.

8. Decision Making and Judgment

The position is required to make decisions to ensure the compliance with the Planning Act, Environmental Assessment Act, Town policies and by-laws, etc. Performs and oversees the activities of the Planning Department. It will be necessary to manage several requests and tasks at one time and to deal with tight deadlines while accommodating

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unplanned interruptions. Excellent organizational and time sensitive skills will be needed to complete some required tasks.

9. Interpersonal Skills/Contacts

Internal

Municipal Manager or designate, Department Heads, Support Staff, Members of Council

External

Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives)

WORKING CONDITIONS

10. Environment

Mainly works in an office environment, though there is some exposure to outside elements such as inclement weather required for site inspections. The position may have to serve several people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with staff and the public. The position requires the frequent use of a computer and other office equipment

11. Control over Works Schedule

This position will be scheduled to work regular office hours. Attends evening meetings and the occasional requirement to work additional hours to meet peak workload demands.

SAFETY

The Township of Montague believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager, you must be familiar with the Township's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work;

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And:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and
- maintains a log of their crew visits.

All employees must follow the Township's Health and Safety Policy and comply with the Occupational Health and Safety Act.