



Intermediate Development Planner

Fort Erie is a diverse town located along the beautiful shores of Lake Erie and the banks of the Niagara River in the Niagara Region, Ontario, directly across the river from Buffalo, New York and is the site of Old Fort Erie. Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial growth in the past few years.

We're recruiting 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 a key member of Planning and Development Services you will process major development applications, prepare planning documents and provide planning information to municipal staff, Council, developers, stakeholders and the public; support long-range and policy planning activities as required.

You have a University Degree in Planning or a related field and you have three (3) to four (4) years of experience in a similar role. You are a member of or eligible for membership with the Ontario Professional Planners Institute (OPPI) and/or Canadian Institute of Planners (CIP). You have technical knowledge of digital imaging, database and presentation software applications. You possess exceptional research and analytical skills, organizational skills, and collaboration and networking skills.

Compensation includes an annual salary of \$78,812 - \$94,575, and includes a hybrid work environment, comprehensive health, benefit and pension package.

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

The deadline for receiving applications is 12:00 Noon on **Wednesday, April 5, 2023**. Click [here to apply](#).

The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request. We thank all applicants for their interest, only those advancing through the recruitment process will be contacted. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability.

Intermediate Development Planner

Management, Supervisory & Exempt – Band 6

Page 1 of 3

Department: Planning and Development Services

Division: Planning and Development

Reports to: Manager, Development Approvals

Position Objective

Process major development applications, prepare planning documents and provide planning information to municipal staff, Council, developers, stakeholders and the public; support long-range and policy planning activities as required.

Duties & Responsibilities

1. Write a wide range of planning reports associated with major development applications such as site-specific Zoning By-law amendments, Official Plan amendments, plans of subdivision, plans of condominium, deeming and part lot control; prepare associated by-laws,
2. Contribute to a wide range of development applications such as site-specific Zoning By-law amendments, Official Plan amendments, plans of subdivision, plans of condominium, deeming by-laws, part lot control, site plans, consents and minor variances; prepare associated reports, by-laws and comments.
3. Ensure proper circulation and publication of applications in accordance with legislated notice requirements; consult with internal departments, external agencies, stakeholders and the public; coordinate/attend open houses, neighbourhood/public meetings.
4. Assist with research and preparation of special studies related to land development matters including but not limited to; the review and implementation of Provincial Policy Statements; review of the Zoning By-law; review of the development process, site plans and subdivision design.
5. Act as liaison between Planning and Development Services and other internal departments, developers, external agencies, stakeholders and the public on development applications and land use projects; contribute to preparation of/prepare correspondence for the Senior Development Planner, Manager and Director.
6. Respond to enquiries from internal departments, the public and stakeholders; interpret, apply and explain the Zoning By-law, Official Plan and other land use planning policies; provide expert planning evidence at Ontario Land Tribunal hearings.
7. Coordinate the work of the Environmental Advisory Committee and other committees/working groups as assigned.
8. Coordinate applications through the pre-consultation process.
9. Assist with the storage and retrieval of electronic planning data.
10. Make presentations on Planning matters at Council and Committee.

Intermediate Development Planner

Management, Supervisory & Exempt – Band 6

Page 2 of 3

Education & Experience

- University Degree in Planning or related field
- Three (3) to four (4) years' experience in a similar role
- Membership or eligibility for membership with Ontario Professional Planners Institute (OPPI) and/or Canadian Institute of Planners (CIP)

Knowledge

- Applied, technical knowledge of applicable/related planning legislation/regulations, provincial and regional guidelines and policies and local by-laws
- Applied, technical knowledge of MS Office, digital imaging, database and presentation software applications
- Applied, technical knowledge of the development process
- Technical knowledge of public notification/consultation process
- Technical knowledge of built/cultural heritage resources
- Knowledge of local government
- Knowledge of routine office procedures, practices and equipment
- Knowledge of customer service
- Knowledge of project management

Skills & Ability

- Understand, interpret and remain apprised of changing legislative and regulatory requirements
- Research and analytical skills
- Organizational skills
- Collaboration and networking skills
- Effective communication skills (verbal, written, listening, presentation, public speaking)
- Accept direction and complete tasks as assigned with limited supervision
- Ability to work independently and in a team setting
- Sound decision-making ability
- Conceptual thinking and creativity
- Concern for quality and standards
- Initiative
- Customer focus
- Time Management Skills

Supervision

N/A

Work Demands

Intermediate Development Planner

Management, Supervisory & Exempt – Band 6

Page 3 of 3

- Makes specialized decisions
- Ingenuity or creativity applied on a routine basis
- Moderate direct supervision
- Requires considerable attention, sometimes of long duration
- Regular contacts across departments and outside the organization; conducts meetings in person with public and stakeholders; some contact with politicians
- Evening meetings as necessary
- Typical office environment

Position History

The position was approved in February 2020 as part of the 2020 Operating Budget.

Chief Administrative Officer

Date