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## Municipal Planner

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### ● Position Description

Title: Municipal Planner  
Location: Welcome Centre

### ● General Purpose

Performs a variety of routine and complex administrative and technical work implementing the Municipality's Official Plan and Zoning By-Law, and processing applications for all types of development. Provides input for development of policies. Manages projects that are assigned. Provides general municipal administrative duties as part of the Municipality of Temagami's plan for integrated administrative support.

### ● Supervision Received

Reports directly to the CAO. Receives some direction from committee heads. Coordinates activities for the Planning Advisory Committee and the Committee of Adjustment.

### ● Supervision Exercised

Minimal Supervision. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

### ● Essential Duties And Responsibilities

#### Planning

Provides limited preconsultation services regarding applications, by-laws, plans and related planning programs, services or regulations to architects, engineers, developers, planners, contractors, owners, community groups and interested members of the public on land use planning matters. Responds on behalf of the municipality to provincial consultation processes.

Prepares and implements Municipal Land Use By-laws. Responds to complaints about existing land uses and prepares reports and related data as required.

Reviews land use planning applications to ensure conformity with Official Plan and Zoning Bylaws, provincial policy statement, and good planning principles. Circulates applications as required to the Ministry of Municipal Affairs and Housing and other interested parties.

Administers development studies as required. Based on review provides recommendations in writing to the Planning Advisory Committee and the Committee of Adjustment. Ensures that all statutory public notices are prepared and properly posted.

Reviews building permit applications to ensure compliance with zoning bylaws and/or Official Plan.

Meets with potential Municipal Land Purchasers. Liaises with lawyers and realtors. Prepares municipal by-laws in accordance with the Municipal Act and the Municipal Real Property By-law. Provides instructions to lawyers to complete sales.

### **Community Development**

Provides limited preconsultation services to potential developers.

Responds to local citizens inquiring about local and zoning regulations and ordinances.

Compiles data for various reports.

### **Administrative**

Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates committee activities with other departments and agencies as needed.

Prepares a variety of studies, reports and related information for Municipal Council decision-making.

Provides staff support to the Planning Advisory Committee and the Committee of Adjustment as needed. Prepares agendas, minutes, follow up work, reports and supporting data, including recommendations on various land use or development proposals and land use studies.

Prepares graphics and maps for a variety of reports, maps, plates, site plans, etc. with recommendations from the Planning Advisory Committee. Assists in maintaining the database of information for the Planning Advisory Committee.

Assists with the preparation of grant application components relating to approved municipal priorities within area of responsibility.

Arranges meetings with the Public or Clients. Arranges travel requirements for committee members attending training meetings or conferences.

Oversees and administers municipal GIS system including liaising with provider.

Sundry duties as assigned.

## ● **Peripheral Duties**

Issues routine technical and non-technical permits related to planning activities.

Follows up on Council minutes, initiates correspondence, researches and provides recommendations on provincial land use related activities.

Monitors and prepares follow up correspondence and reports on various projects.

Assists in preparing tenders and RFPs.

Prepares, negotiates, and monitors submissions for funding within area of responsibility.

Arranges meetings between members of Council and/or committees and various public agencies, ministers, etc.

Prepares newsletters; mail outs on various issues.

Will back up municipal office functions as directed.

## ● **Desired Qualifications**

Education and Experience:

- Any equivalent combination of education and work experience and willingness to pursue training will be considered.
- Graduation from an accredited college or university with a diploma or degree in land-use planning or public administration would be an asset.

Knowledge, Skills and Abilities:

- General knowledge of planning policies and issues including their formation, process of adoption, and enforcement; knowledge of planning programs and processes.
- Ability to communicate effectively orally and in writing with architects, proponents, contractors, developers, owners, supervisors, employees and the general public. Ability to establish effective working relationships.
- Phone switchboard, personal computer, copy machine, postage machine, fax machine, base radio, calculator, teleconference system, overhead projector.
- General knowledge of various computer programs such as Windows, Microsoft Excel, Word, Powerpoint, Outlook, etc.
- A valid drivers license is required and access to own vehicle is preferred.

### ● **Physical Demands**

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.

The employee must occasionally lift and/or move up to 25 pounds.

### ● **Work Environment**

While performing the duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

### ● **Selection Guidelines**

Formal application rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.