



# Job Posting 23-07

## **Development Review Planner**

*(Intermediate Planner or Planner II)*

The Town of Cobourg Planning Department is currently recruiting for a **Development Review Planner**. (Intermediate Planner or Planner II)

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Reporting to the Manager of Development Review, the primary role of the **Development Review Planner** is to process and review development applications under the *Planning Act*.

The Development Review Planner works closely with applicants as the development file progresses through the municipal review process. The Planner plays a leading role as a member of the Town of Cobourg's Development Review Team (DRT). The Planner circulates applications and coordinates comments to and from applicants; works closely with DRT on problem-solving issues; interprets and applies relevant land use planning policies and regulations; prepares the necessary reports, correspondence and other technical documentation; drafts agreements with appropriate legal support for presentation to Council; monitors/tracks prescribed timeframes, conditions and other development requirements; and, conducts inspections to ensure compliance with approved plans and agreements.

The Development Review Planner also answers general enquiries, provides support to the Committee of Adjustment and would have exposure to policy development, long-range planning initiatives and special planning projects within the department.

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Common duties of the position includes:

- Provides excellent customer service by responding to daily written and verbal inquiries relating to development review and general planning information in a manner that is both timely and accurate.
- Presents and explains development plans while providing technical land use planning advice, professional opinion and recommendations to advisory committees, Council and municipal staff on matters related to development planning while ensuring appropriate consideration of Provincial legislation and related policy documents, County of Northumberland Official Plan, Town of Cobourg Official Plan, Town of Cobourg Zoning By-law and other relevant policy documents and guidelines relating to the Planner's role.
- Ensures the availability of updated planning documents for users. Updates and maintains digital records and summaries of development application files.
- Provides technical support and advice to and consults and exchanges information with fellow staff within the Planning and Development Division and other departments within the Town of Cobourg, advisory committee members, Council, and external agencies on all aspects of land use planning.
- Provides advice to and exchanges information with applicants, consultants, community groups and the public on all aspects of land use planning matters.
- Attends as an expert witness at the Ontario Land Tribunal (and/or other quasi-judicial tribunals) and Court Hearings on behalf of the Corporation.
- Attends and participates in a number of regularly scheduled committee meetings and other internal and external meetings as required.
- Hours of work shall be 35 hours a week as outlined in the Collective Agreement. Attendance at meetings after normal working hours may be required.



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## Development Review Planner

(Intermediate Planner or Planner II)

The successful candidate will possess a University degree in Planning or a degree in a related field with a minimum of two (2) years of planning experience, preferably in a municipal planning environment with a focus on development review.

The successful candidate will also have a minimum of candidate/intern membership in the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP) and demonstrated research skills and a proficient understanding of the Ontario Planning and Heritage Acts, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and Accessibility for Ontarians with Disabilities Act (A.O.D.A.).

Excellent interpersonal skills and customer service skills. The successful candidate will have strong communication skills (written, oral and interpersonal) including report-writing, policy development skills and presentation/facilitation skills. An excellent working knowledge of Microsoft Office, SharePoint, GIS, Cloud Permit, CityWorks/PLL, and other software application systems is required. The individual will also have the ability to set priorities and meet deadlines under pressure.

The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable vulnerable sector check.

### **WAGE:**

The wage scale for Planner II is Grade 9 – Inside worker: \$32.04 - \$40.04

The wage scale for an Intermediate Planner is Grade 10 – Inside worker: \$33.25 - \$41.56

***\*Qualifications and experience will be assessed to determine placement on the appropriate Planner level salary grid. For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs).***

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.