

The Town of Cobourg Planning Department is currently recruiting for a Principal Planner with a focus on Development Review.

Reporting to the Manager of Planning – Development Review, the Principal Planner functions as an Assistant Manager and senior land use planning professional. The Principal Planner will manage and oversee all aspects of the Committee of Adjustment to ensure compliance with the Ontario Planning Act. The Principal Planner will supervise, mentor and provide support to a team of professional staff with a core emphasis on the review of planning applications. The planner will administer complex and advanced planning activities, including serving as project manager for complex development applications. The role is responsible for the delivery of planning, development review and related projects in accordance with Provincial Policy including Planning Act, Provincial Policy Statements, Ontario Heritage Act, and other relevant legislation.

The Principal Planner provides senior level and advanced professional assistance to staff, external agencies, members of Council, landowners and consultants for the development industry, and the general public in areas of development review expertise. This position will actively participate in the management of Development Planners (Intermediate, I and II), in recruitment, training and development, performance management, disciplinary action, and other human resource matters.

Responsibilities of the position include:

- Develop work programs, participate in the review and development of Departmental policies and procedures.
- Lead, supervise, administer, and coordinate development review activities in accordance with the strategic direction, goals and objectives, and policies of the organization under the direction of the Manager of Development Review.
- Ensure processes are followed and customer service standards are being met when staff respond to residents, elected officials, community groups, etc.
- Recruitment, training and development, performance management, disciplinary action, and other human resource matters relating to junior development review staff.
- Take a leading role in implementing the overall strategy of the Planning & Development Division.
- Develop professional development plans, continuous learning and performance reviews for development review planners (Intermediate, I and II).
- Provide day-to-day leadership to and supervision of junior planning staff in the Planning Department.
- Responsible for the drafting, controlling and monitoring of the Committee of Adjustment budget.
- Determine and collect appropriate letters of credit, performance guarantees/securities and payments for the orderly development of lands within the Town during the negotiation and implementation of development agreements.
- Assist the Manager in practicing sound, practical management of financial resources for the Department, including the effective oversight and implementation of financial policies and procedures, monitoring, and reporting of expenditures.

- Work in collaboration, as part of the section's management team, in the preparation of sectional inputs into the development of annual capital and operating budgets and forecasts.
- Act as the Secretary-Treasurer of the Committee of Adjustment ensuring all aspects of the committee from intake to completion are meeting the provisions of the Planning Act.
- Assign, review, oversee and approve Committee of Adjustment files to junior staff.
- Responsible for assisting the Manager of Development Review in administering and overseeing aspects of the Planning Department, as it relates to the processing, review and approval of development applications under the Planning Act including Official Plan Amendments, Zoning By-law Amendments, Committee of Adjustment, Subdivision Review, Site Plan Control, processing and monitoring of development and permit applications submitted pursuant to the Planning Act, and the assignment of relevant work to Planning Department staff and any supervision and guidance required therein.
- Review and present recommendations and planning opinions on complex development applications to the Manager, Director, Advisory Committees, Committee of Adjustment, Development Review Team, and Council.
- Represent the Department/Municipality at a senior level by participating in discussions and negotiations with developers, consultants, agencies and the public; attending Committee and Council meetings to provide professional planning advice; and participating in inter- and intra-departmental committees as well as external committees.
- Review and provide recommendations and planning opinions to the Manager of Planning – Long Range Planning on existing and proposed policy and legislative documents, including Provincial policies/regulations and local Official Plans.
- Provide support, training, mentorship and oversight to Development Review Planners in the Department on matters related to the services and functions of Development Review. Responds to and provides direction to Development Review staff regarding public written, digital and verbal inquiries relating to development applications and general planning information.
- Prepare and attend the Ontario Land Tribunal (OLT), other quasi-judicial tribunals, and Court Hearings as a witness on behalf of the Corporation, if required.

The successful candidate will possess a university degree in Planning with disciplines relevant to land use, development and community planning along with a Professional designation of Registered Professional Planner (RPP). In addition will also possess a minimum of four (4) years' professional and technical experience processing complex development applications.

The individual will also have proven communication skills, both verbal and written, including experience with report-writing, presentation/facilitation, and problem solving. The successful candidate will have a highly developed sense of discretion, judgment, and political acumen to deal with sensitive and confidential issues. Well-developed planning and organizational skills are required.

The successful candidate will have excellent working knowledge of software application systems including Microsoft Office. Knowledge and experience with Geographic Information Systems would be an asset.



Job Posting 24-02

Principal Planner – Development Review

The individual will possess leadership skills, be a team player and build effective relationships with municipal Council, staff, stakeholders and the public. Mentorship/supervisory/management experience in municipal land use and development would be considered an asset.

The successful candidate will also possess knowledge and experience in land use planning, policy formulation & analysis, demographics, growth management, urban & landscape design, sustainability, cultural heritage, planning law, project & strategic management, and development industry best practices. In addition will also have thorough knowledge of the Municipal Act, Planning Act, Provincial Plans & Policies, Official/Secondary Plans and Zoning By-laws.

Hours of Work:

The normal hours of work shall be 35 hours a week and may be scheduled between 8:30 am to 4:30 pm, Monday to Friday. Attendance at meetings after normal working hours is required.

WAGE:

The wage scale for the Principal Planner is Grade 6 of the Non-Union salary scale \$78,023.40 to \$91,291.20.

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 no later than January 24, 2024. 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.