



## **TOWNSHIP OF NORTH STORMONT**

### **Work Description**

**Position Title:** Junior Planner  
**Position Type:** Permanent, Full-time Non-Unionized 35 hours/week  
**Supervisors:** Chief Administrative Officer / Clerk

#### **POSITION SUMMARY**

The Junior Planner liaises with and assists the communities within the Corporation of the Township of North Stormont in the development of land use and sustainability projects; and provides a range of administrative and communications services for the Township.

This position's duties and specific roles and responsibilities are stipulated below.

#### **RESPONSIBILITIES**

##### **Junior Planner:**

1. Acts as a liaison between the County of SDG Planning Department and the public to provide frontline planning services, as a representative of the Township of North Stormont.
2. Facilitates community planning initiatives; identifies and fosters development opportunities; and ensures public input into development plans and projects. Responds to public inquiries in a timely manner.
3. Evaluates and processes land use planning applications for the Township, including Official Plan amendments, re-zoning, subdivision plans, severance and lot addition consents, and minor variances.
4. Researches and assists in the development of land use planning policies.
5. Organize, attend and provide any necessary information to the Committee of Adjustment.
6. Responsible for the Planning Department's yearly budget; handling of deposits to be received in advance by the Township and coding of invoices related to current planning projects.
7. Provides support to Council: maintains confidential records and files; conducts research and assists with the preparation of motions, policies and procedures; reviews and edits reports; and ensures Council is provided with the information and resources required to make effective decisions.
8. Liaises with suppliers, community organizations, residents, Council members and Township staff.
9. Other duties relating to the Planning Department as assigned.

#### **QUALIFICATIONS**

- University Degree in Urban or Regional Planning, Engineering, Architectural or related field; or an equivalent combination of education and experience will also be considered.
- A designation with the Ontario Professional Planning Institute and/or a membership in the Canadian Institute of Planners would be considered assets.
- Knowledge of relevant municipal legislation, and provincial and federal statutes (for example, Planning Act, Municipal Act, Township Zoning By-Law and County Official Plan).
- Knowledge of computer software programs, which may include Microsoft Office and GIS.
- High degree of professionalism coupled with advanced communications skills in such areas as presentations, consultations, collaboration, negotiation, conflict resolution, facilitation and consensus-building. Bilingualism is preferred.
- Valid Ontario Class G Driver's License

## **WORKING CONDITIONS**

The work is performed in an office environment however, site inspections may include personal vehicle transport (mileage will be reimbursed) and physical demands.

There is a constant requirement to respond to numerous requests for subject matter information, analysis and recommendations from the CAO / Clerk, Council, and colleagues, and inquiries from a wide range of external clients and stakeholders, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.

There is a requirement to travel throughout the six communities that make up of the Township of North Stormont, and throughout the region to attend meetings and consultations.

## **COMPENSATION**

Class G \$53,431 to \$69,715 annual salary, full benefit package and enrollment in the OMERS pension plan.

The Township of North Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please let us know if you require any accommodations.

**Resumes will be accepted until 12:00 p.m. (noon) on Friday, January 31<sup>st</sup>, 2025 to:**

Human Resources

**Business Address:**

15 Union St.  
Berwick, ON. K0C 1G0

**Mailing Address:**

P.O. Box 40  
Finch ON  
K0C 1K0

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