



# The Corporation of the Township Of Alnwick/Haldimand Employment Opportunity

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand is seeking the following position.

## **Senior Municipal Planner – Permanent, Full Time**

Reporting directly to the Chief Administrative Officer, the Senior Planner will be responsible for providing professional planning advice to property developers, staff, lawyers, other members of public and Council. Other duties will include assisting the public with researching, planning reports regarding land use, submission of applications, zoning by-law amendments, coordination of subdivision and site plan controls and minor variance applications. The Senior Planner will have excellent customer service skills and a good attention to detail.

The job duties include:

- Responsible for long-term planning for the Planning Department including the preparation of plans and implementation of plan recommendations;
- Review applications for site plan approval, formulate conditions of approval, and administer completion of subdivision agreements;
- Responsible for the mapping of all severances, re-zonings, road closings and minor variances in the Geographical Information System (GIS) of the Municipality and for preparing aerial photographs for review by the committees in considering planning applications;
- Present the Municipal Council planning position before various committees, agencies, municipalities, provincial and federal ministries, the Local Planning Appeal Tribunal (LPAT), and the general public;
- Interpret and advise as to the policies and provisions of, but not limited to, the Municipal Official Plan, Comprehensive Zoning By-Law, the Ontario Planning Act, the Provincial Policy Statement (PPS), and the Places to Grow Act;
- Manages the Economic Development initiative, and lead the implementation of project deliverables as well as acting as the staff liaison with the upper tier Planning and Economic Development department.

Preference will be given to candidates who possess the following:

- Possesses a Bachelor Degree in Planning, or similar related field of study;
- Possesses a Registered Professional Planner (RPP) designation from the Ontario Professional Planner Institute (OPPI);
- A minimum of ten (10) years experience in Planning with at least five (5) as a manager, preferably in a municipal setting;
- Knowledge of the planning field, including technical knowledge in the analysis of land use, policy and development planning;
- Knowledge of applicable legislation including, but not limited to, the Municipal Act, and the Planning Act;
- Proficient in the use of Microsoft Word, Access, and Excel, as well as GIS and iCompass software;
- Demonstrated communication, interpersonal, organizational, public relations and conflict resolution skills;
- Demonstrated critical thinking, time management and problem-solving skills;
- Ability to work independently under time constraints and to meet deadlines.

**Compensation:**

The existing 2023 Salary Grid range is \$90,494 - \$105,865, as well as a competitive benefit package.

Please forward your detailed resume with cover letter in one document by 12:00 p.m. noon on **Friday June 23, 2023** to:

Erin Andrus, Payroll & HR Coordinator  
P.O. Box 70, 10836 County Road 2  
Grafton ON K0K 2G0  
905-349-2822 ext. 28  
[eandrus@ahtwp.ca](mailto:eandrus@ahtwp.ca)

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Hiring will be conditional based on a successful Criminal Reference Check.

The Township of Alnwick/Haldimand is an equal opportunity employer. Please note that accommodations are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please e-mail your request to [eandrus@ahtwp.ca](mailto:eandrus@ahtwp.ca) or call 905-349-2822. Alternative formats of this job posting are available upon request. 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.