



The Corporation of the Town of Cobourg

PLANNER I - HERITAGE - BUILDING AND PLANNING DEPT.

PERMANENT FULL TIME

Under the direction of the Director of Planning & Development and Manager of Planning Services the Planner I – Heritage is responsible for assisting the Planning Department with all aspects of land use planning and heritage functions and services, including the Ontario Planning Act, Provincial Policy Statement, Ontario Heritage Act and Places To Grow Act and Growth Plan, and municipal Subdivisions, Site Plans, Official Plan and Zoning By-law, and providing planning advice, opinions and interpretations on relevant legislation and preparing reports and memoranda to Council, the public, agencies and other stakeholders.

Responsibilities:

- Co-ordinates the administration of the Heritage Permit Approval process, including receiving heritage permit applications; circulating plans and other related documentation to the Cobourg Heritage Committee (CHC); acting as CHC Co-ordinator/Secretary; preparing meeting agendas and minutes; conducting research and providing technical advice on matters related to heritage and cultural preservation; corresponding with the applicant; issuing heritage permits; and, ensuring compliance with approved plans, permits and related documentation. Also responsible for ongoing policy and guideline development required for the efficient functioning of the Heritage Approval Process and conducts research and provides professional advice on matters related to heritage and cultural preservation, and providing professional planning advice to other Planning and Building Staff on issues of cultural heritage interest regarding new development applications in the context of local and provincial legislation.
- Reviews various development applications, including Official Plan and Zoning By-law Amendments, Subdivision and Site Plan proposals, conducts research on and interprets applicable local and provincial policies and regulations, prepares reports, memoranda and other technical documents, and presents planning recommendations and opinions to the Planning Advisory Committee, Cobourg Heritage Committee, Development Review Team, Committee of the Whole, and Municipal Council.
- Assists the Director of Planning & Development and the Manager of Planning Services with all aspects of the administration of the Corporation's Official Plan, Zoning By-law, Subdivision Review and Site Plan Control processes, including interpretation of policy and regulations, research, inspections, and enforcement where required.
- Provides technical support to the Development Review Team and Committee of Adjustment processes.
- Preparation and attendance as witness at Ontario Municipal Board and Heritage Conservation Review Board (and other quasi-judicial tribunals) and Court Hearings on behalf of the Corporation.
- Under the direction of the Director of Planning & Development and the Manager of Planning Services may co-ordinate projects or act as department liaison on special projects.
- Responds to written and verbal public inquiries for planning and heritage information on a daily basis.
- Consults with the Director of Planning & Development, Manager of Planning Services on a daily basis in providing advice and information to the municipal staff, Cobourg Municipal Council, Development Review Team, Cobourg Heritage



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Advisory Committee and Planning & Sustainability Advisory Committee on all aspects of planning and cultural heritage operations and procedures.

- Exchanges information with applicants, consultants, municipal staff, agencies, community groups and the public on planning matters.
- Maintains good public relations with the public and development community.
- Provides relevant planning and cultural heritage information and opinions to the media.
- Performs such other related duties as may be assigned by the Director of Planning & Development and the Manager of Planning Services.
- Attends meetings of Cobourg Municipal Council, Planning & Sustainability Advisory Committee, Cobourg Heritage Advisory Committee, Development Review Team and other municipal Committees, and external agencies as required.

Required Skills and Qualifications:

- A University degree in Urban Planning, Architecture, or related field with a minimum of 1-2 years experience in a municipal planning environment.
- Eligibility for membership in the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP), and Canadian Association of Heritage Professionals (CAHP) is required.
- Extensive knowledge of the planning and heritage field, including technical knowledge in the analysis of land use, policy and development planning, cultural heritage and landscapes, heritage planning and archaeology.
- Demonstrated research skills and an extensive understanding of the Ontario Planning and Heritage Acts, Provincial Policies and Plans.
- Ability to work effectively in both a team environment and individually with minimal supervision.
- Excellent organizational, analytical, and project management skills.
- Superior skill-set in communication, problem-solving, negotiation, conflict/dispute resolution, facilitation, and interpersonal relations with a strong sense of customer service.
- Ability to set priorities and meet deadlines under pressure
- Good working knowledge of computer applications, such as MSWord, Excel, WordPerfect and GIS.

This position is governed by the Town's collective agreement with CUPE Local 25.

The wage scale for this position is Grade 7 – Inside worker: \$25.54 - \$31.93 per hour plus a competitive benefit package.

Interested applicants should forward their resume in confidence no later than 4:30 pm Thursday November 16, 2017 to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819
Email: careers@cobourg.ca



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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.