



# Planner

**Job Number:** J1222-0038

**Position Status:** Temporary Full Time  
(Long-Term)

**Union:** CUPE 2926

**Division:** Infrastructure and Development  
Services

**Facility:** County of Lambton Administration  
Building

**City:** Wyoming, Ontario, Canada

**Number of Positions:** 1

**Hours of Work:** 35 hours per week

**Wage Rate:** \$37.72 - \$45.28/Hour

**Date Posted:** Monday, December 5

**Closing Date:** Sunday, December 18

**Starting Date:** Wednesday, January 4

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 25 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

## Position Overview

Provide professional planning services and advice to municipalities and the public to guide them through the required processes under the Planning Act. Develop policies and implementation tools for guiding community growth. Provide comments to municipalities on the merits of applications submitted under the Planning Act and defend County and Provincial interests as well as the general public good.

## Duties & Responsibilities

Planning Applications:

- Provide advice to municipalities/County committees on planning applications
- Review applications for completeness
- Visit and assess the site and produce a planning report and recommendation
- Consult with experts when necessary
- Suggest modifications to applications; prepare zoning by-laws and official plan amendments to be passed or adopted by Council
- Attend associated public meetings

Inquiries:

- Answer inquiries from the public and municipalities
- Provide planning information necessary under the Aggregate Resources Act, Brownfield Legislation or for environmental assessments
- Provide zoning interpretation to Building Inspectors
- Take complaints or act as mediator on questions of compliance with zoning regulations or on planning and development matters that involve the public, developers, government agencies

and special interest groups

**Public Meetings:**

- Take active part in public meetings such as required under the Planning Act as part of a planning application or other public consultation meetings or open houses
- Make presentations and/or answer questions from public or Council members
- Direct meeting at times, take minutes and/or ensure the meeting follows the format specified in the Planning Act

**Ontario Municipal Board Hearings:**

- When municipal or county decisions are appealed, may be called to present expert testimony under oath and are cross-examined before this quasi-judicial body as an expert witness
- Prepare for hearing by working with lawyers, gathering information for all parties and preparing evidence booklets and exhibits
- May be asked to testify in Provincial court in relation to zoning infractions (rarely)

**Research and Development:**

- Keep up to date on new legislative requirements that affect the planning approval process such as in the areas of Brownfield's and nutrient management
- Continually search out new ideas for community development strategies
- May be required to compile statistics on such things as demographics or property use due to a particular application or inquiry or may be part of the ongoing need to reassess community goals and strategies. This may involve field research

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis. These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

Direct Supervision: Students, as required

Indirect Supervision: Not applicable

Functional Authority: Not applicable

**Qualifications**

**Minimum Formal Education:**

- Bachelor's Degree in Planning or related field such as Geography
- Full membership in Canadian Institute of Planners is strongly encouraged

**Experience:**

- 2-4 years work experience required

A valid Ontario driver's license and use of a vehicle.

**How to Apply**

Applications are accepted online until 11:59pm on Sunday, December 18, 2022. Please visit [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and select job posting J1222-0038 Planner to apply.