



JOB DESCRIPTION

POSITION TITLE:	PLANNER
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER (CAO)
CATEGORY:	PERMANENT FULL-TIME (37.5 HOURS PER WEEK)
WAGE:	UNDER REVIEW
UPDATED:	SEPTEMBER 2025

POSITION SUMMARY:

The Planner receives inquiries and processes a variety of applications under the Planning Act including Minor Variance, Consent, Zoning By-law Amendment and Site Plan Control. The Planner provides professional planning opinions, advice, direction and information to staff, members of Committee of Adjustment and Council, and members of the public. The Planner attends Council and Committee of Adjustment meetings to deliver reports and answer questions of Council/Committee members and the public.

MINIMUM QUALIFICATIONS:

- A degree from a recognized University preferably in land use planning, geography, or a related discipline. Equivalent combination of planning experience and education will be considered.
- Full membership, or eligible for full membership, in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI) (i.e. a Registered Professional Planner (RPP) in good standing).
- One to two (1-2) years of related experience, preferably in a municipal planning setting.
- Excellent knowledge of the Planning Act, Municipal Act, Provincial Policy Statement and other relevant municipal legislation is essential.
- Strong decision-making, organizational and time management skills.
- Excellent written and oral communication skills, with the ability to present

information to groups in a concise, easily understood format.

- Experience using a variety of software programs to prepare reports, presentations, and to process applications.
- Knowledge of Geographic Information Systems (GIS), and experience using Web GIS.
- Proven ability to multitask and proactively manage competing priorities, with organizational skills necessary to excel in a fast-paced environment with changing priorities and levels of complexity.
- Strong interpersonal skills for dealing with members of Council and the Committee of Adjustment, and the public individually and in meeting settings.
- Valid G license and access to a reliable vehicle for work-related travel.

KEY RESPONSIBILITIES AND DUTIES:

- Oversees the Township Official Plan, the Comprehensive Zoning By-law and scheduled amendments
- Manages all Planning Act applications, including those for Official Plan & Zoning By-law Amendments, Plans of Subdivision & Condominium, Consent, Minor Variance, Part Lot Control, and Site Plan Control
- Coordinates the application review process, ensuring all proposals are considered by the Committee of Adjustment, and/or Council, in compliance with the Planning Act
- Administers public notice procedures for Planning Act applications, including Zoning By-law and Official Plan amendments, collaborating with the Township planning consultant as needed
- Provides planning advice to the Council, applicants, and residents, following the Planning Act, the Provincial Policy Statement, and local Official Plans and Zoning By-laws
- Represents the Township in land-use planning matters at board hearings, legal disclosures, and other proceedings, in consultation with the Township Solicitor
- Oversees the Township of Stone Mills Committee of Adjustment
- Authors and manages contractual obligations related to development agreements, community vibrancy agreements, and other formal documents
- Supports the Corporate Management Team in special project applications and criteria interpretation, including environmental and asset management initiatives
- Develops and implements strategic department planning for both short and long-term goals
- Responsible for the development, delivery, and management of departmental policies, programs, and services
- Oversees the Planning Department's budget, forecasting funds for staffing, equipment, materials, supplies, and monitoring/approving expenditures
- Administers and manages the Geographic Information Systems (GIS) in coordination with the County of Lennox and Addington, Township consultants, and Emergency Service agencies
- Performs other duties as assigned by the Chief Administrative Officer (CAO)

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Direct Reports

- Development Service Coordinator

External

Taxpayers/ratepayers, vendors, community groups, provincial ministries, Conservation Authorities, other municipalities, and agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply
- Will be required to attend meetings outside of regular office hours
- May be seated for long periods (3-4 hours)
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours
- The use of a personal vehicle may be required to attend off-site meetings/events

HOURS OF WORK:

- Normal hours of work are Monday to Friday (37.5 hours/week)
- It is a requirement of the incumbent in this position to attend meetings of Council and Committee of Adjustment outside of regular business hours
- Additional hours may also be required for Committee meetings, Township business, Community events, Conferences on weekends and/or evenings

BENEFITS:

Township of Stone Mills offers Extended Health & Dental Benefits, OMERS Pension and Employee Assistance Program.

Interested candidates are requested to submit a cover letter and resume to:

Township of Stone Mills
Jason White, CAO
4504 County Rd 4
Centreville, Ontario
K0K 1N0
Email: careers@stonemills.com

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.