Township of Southgate

Job Description

Date of Update: **November 2026**	**Planner**

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Planner	Supervisor's Job Title: Director of Development Services
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department(s)/Division: Planning
Employment Status: Full Time Salaried Position	Pay Band: 8

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Director of Development Services, the Planner is responsible for assisting the Planning department in carrying out the duties, responsibilities, and workplan of the department.

Duties include providing a full range of advisory services and information to customers, staff and Southgate Council to ensure good land use planning across the entire municipality.

Tasks may include preparation of applications for circulation and processing, attending meetings, issuing notice, zoning compliance checks, and certifying conditions. Review and prepare reports on a variety of planning applications and policies and make presentations to Committee and Council as required. Provide accurate and technical information and opinions to applicants, consultants, developers and the general public for phone inquiries, hold pre-consultation meetings to confirm complete applications and to assess fees in advance of the start of the planning approval process. Liaise with other municipal staff, provincial ministries, and agencies.

Key Responsibilities	Tasks	Percent of Time
Policy and Program Development	• Performs professional work related to variety of planning assignments. • Assist with updating of the Southgate Official Plan and Zoning By-Law as necessary. • Conducts research and prepares statistical reports on land use, physical, & social issues. • Reviews transportation plans, studies and analysis. • Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation and other issues. • Presents reports and other findings to staff and Council to serve as support and liaison to such other related committees in the creation of Southgate Policies.	35%
Departmental	• Provides support and planning advisory service to staff regarding the Southgate Official Plan conformity and provincial policy. • Reviews and processes development applications and reviews consultant proposals. • Reviews and makes recommendations on comprehensive plan amendments, re-zonings, severances, annexations, site plans, etc. • Prepares planning reports and recommendations on development applications, proposed official plan amendments, zoning amendments, consents, site plans, plans of subdivisions, condominium and minor variances. • Works with developers through their planning and engineering consultants to process and review Site Alteration, Pre-Servicing and Subdivision Agreement applications, collect approval fees, confirm project security fees, the type of security required and confirmation of the peer review of all plans and study documents by the Municipal Engineering consultant for Council approval by Municipal By-law. • Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;	15%

Public	• Provides professional planning assistance to members of the community on varied land use projects as assigned. • Ensures notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled. • Act as the municipal contact in Southgate to facilitate & assist developers and/or customers in community growth and development, working with the Economic Development Officer (EDO). • Maintain an inventory or knowledge base of available lands for development that are publicly or privately owned that meets the requirement of the official plan and the proper zoning requirements.	20%
Information/ Records Management	• Assists with notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled and documents retained in planning files. • Responsible for the records management function of the Corporation related to the Planning department including maintaining files and records in accordance with the Municipal Freedom of Information & Protection of Privacy Act and in accordance with legislative requirements and corporate policy.	10%
Program Services	• Fulfills the responsibilities and the duties of Municipal Planner. • Administers and processes all planning and zoning related documents as necessary in the municipality. • Works with developers through the planning processes, as well as development and site plan & control agreements. • Work with the municipal lawyer in drafting, approving and execution of all legal agreements related to planning and development. • Assists the Chair of Planning, the Planning Committee, and the Committee of Adjustment with the review of all planning applications. • Communicates with County planning staff, the Township's CAO, Director of Development Services, the Public Works Managers, the Chief Building Official, EDO and other agencies and individuals involved in planning issues as required. • Acts as support to staff advising the Committee of Adjustment to administer committee functions in accordance with the Planning Act. • Provides assistance to EDO for customers wanting to relocate in Southgate with new business development ideas to create jobs and economic growth.	20%
Other	• Other duties as assigned. • May be required to provide expert witness testimony before the Ontario Land Tribunal (OLT) or a successor tribunal in the event of an appeal of a planning matter.	

	• Assumes an active role in the structure, development, process, review and continuous updating of the Municipalities Strategic Plan and its ongoing currency. • Attending Land Use Planning seminars and training courses when available. • Participates with other staff, in development of proposals, committees and task forces as required. • Attend evening meetings as required.	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
☐ High School	- Post secondary degree in Urban and Regional Planning or related field
☐ Vocational School	
X Community College	- Experience and/ or formal training in Municipal Administration
X University Degree	
X Individual Courses	- Professional designation as a Registered Professional Planner - Membership in C.I.P/O.P.P.I or eligibility to obtain membership

Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?

X Yes ☐ No

Discuss:

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Records & Information Management	1 Month
Access & Privacy	1 Month
Southgate software application	1 Month
Southgate Procedural By-law	1 Month

3) Work Experience

Experience	Minimum Years Required
- Formal training or work experience in planning	3 years
- Previous Municipal Planning experience	1-3 years
- Well-developed knowledge of planning disciplines, such as urban design, affordable housing, economic development or land use.	1-3 years

- Knowledge of principles, methodology, practices of research and data collection - Knowledge of effective writing techniques - Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS	3 years Would be an asset 3 years

4) Other Key Skills:

- Good organizational and analytical skills.
- Good communication and interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers
- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Possesses sound knowledge of rural, recreational and community planning principles and concept.
- Working knowledge in Microsoft Office products and GIS software applications.
- Team player with good time management skills.
- Ability to work on several projects or issues simultaneously and manage projects effectively and meet firm deadlines
- Creative problem solving skills
- Knowledge of Federal, Provincial, County and related agency's complex and changing statutes, regulations and by-laws as they relate to the municipality and planning services.

5) Key Relationships (Contacts)

Internal Contacts	**Frequency**	**Purpose**	**Method**
Subordinates	N/A		
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept).	Frequently		
Depart. Head (other dept.)	Frequently		
Staff other municipalities	Occasionally		
CAO	Occasionally		

External Contacts	Frequency	Purpose	Method
Ratepayers	Frequently		
Children/Students	Seldom		
Seniors	Occasionally		
Supplier	Seldom		
General Public (Not residents)	Frequently		
Business representatives	Frequently		
Consultants, Engineers, Planners	Frequently		
Auditors	Seldom		
Solicitors	Occasionally		
Funding Organizations	Seldom		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Occasionally		

Interpersonal skills:
Ability to maintain confidentiality.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships with other employees, officials, community groups, and the general public.

6) Decision Making

Works with detailed and complex materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations. Major decisions will be forwarded to the Director of Development Services.

7) Problem Solving Responsibilities

Problems frequently require a decision that follows regulations, policies, and procedures. Uses Municipal Act, Planning Act, Provincial Policy Statement, Municipal By-laws and resolutions of Council which are all part of the framework to create solutions and resolve problems. Complex problems may be forwarded to the Director of Development Services.

8) Equipment & Technology Utilized

Computer and other standard office equipment.
Software knowledge of GIS mapping, Word, Excel & Power Point
Municipal Software – Property, taxation, accounting, etc.

Section C: Responsibility

1) Program Delivery

Responsibility for Planning Department as a service and its program delivery.

2) Impact and Accountabilities

Accountable to the Director of Development Services.
Professional responsibility as Land Use Planner.
Errors can have an adverse impact on financial resources, departmental & program effectiveness, public perception & relations and potential for serious political & legal problems.

3) Supervision

Direct Subordinates – Job Titles	**Number of Staff**
Indirect Subordinates or Support Staff – Job Titles	**Number of Staff**
Planning Assistant	1
Provides training/instruction to others – Indirect Subordinates -Job Titles	**Number of Staff**
N/A	

4) Material and Information Resources

- Municipal Act
- Planning Act
- Provincial Policy Statement
- Environmental Protection Act
- Clean Water Act
- Species at Risk Act
- Source Water Protection Act
- County Official Plan
- Southgate Official Plan and Zoning By-law
- Southgate Policies and Procedures
- Municipal By-Laws
- Conservation Authority Agreements

5) Financial Resources

Works with the Planning Assistant to invoice and collect fees.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	**1**	**2**	**3**	**4**	**5**
Sitting				x	
Standing			X		
Noise Exposure		X			
Adverse Temperature		X			

Pushing/Pulling	X				
Lifting/Carrying	X				
Dust		X			
Odours		X			

2) Health & Safety Hazards

Sitting for long periods.
Infrequently attends job sites where hard hats and work boots may be required

Health and Safety Responsibilities

Responsible for working safely by following rules, training, and discipline as required.
Responsible for working in a safe manner.

3) Travel

Attend evening council meetings or other evening public meetings as necessary in varying weather conditions.
Attend workshops, training, meetings, as required to keep current.
Use of a personal vehicle for business travel is a requirement of the position and is compensated.

4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

5) Mental Environment

Busy office environment (open concept: lack of privacy, distractions and interruptions, background noise).
Some after hours may be required to attend evening meetings.
Position deals with angry people (customers) on occasion not willing to hear what you have to say.
Shift attention from one task/activity to another based on demands of the position or others.

Section E: Effort

1) Mental Effort

Works under the stress of continual public and inter-departmental contact and the pressure to meet strict deadlines.
Multiple demands/deadlines.
A Planner position requires high level of mental effort to make recommendations, ensure compliance, conduct research, solve problems, deal with personal financial issues and deal with people.

2) Physical Effort

Minimal physical effort.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____ **Date Completed:** _____
Signature

Supervisor: _____ **Date Completed:** _____
Signature

CAO: _____ **Date Completed:** _____
Signature