

## County of Lambton Position Description

**Position Title:** Planner

**Division:** Infrastructure & Development Services

**Group:** CUPE 2926

**Immediate Supervisor:** Senior Planning Official

### Position Summary

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.

### Job Duties and 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 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 Land Tribunal 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

**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:** None

**Indirect Supervision:** None

**Functional Authority:** Provides direction, consultative services and advice on technical issues and services to Junior Planners, Summer Students and Co-Op Students, as required.

**Credentials Required**

**Minimum Formal Education**

- University Degree from an accredited post-secondary school institution, in Planning, Environmental Studies, or a related discipline, or a combination of education and experience in a relevant discipline that is related to areas of service provision.
- Full membership in the Registered Professional Planner (RPP) designation

**Experience**

- Two to four years of work experience required.
- Ability to obtain Ontario and Canadian Professional Planning designations.
- Ability to communicate effectively.
- Good organizational, interpersonal, and mediation skills.
- Good report writing skills.

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

**Please visit our website at [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting PLANN005768 to apply. Posting closes September 21, 2025 at 11:59pm.**