

## THE CORPORATION OF THE TOWN OF COCHRANE

### **Job Title: Land Use Planner**

Reports To: Chief Administration Officer (CAO)

Status: Temporary Full-time – 14 to 18 months

Salary: \$75,171 to \$84,594

Hours of Work: 40 hours per week

Work Location: Cochrane, Ontario

**Who we are:** The Town of Cochrane is a progressive and growing municipality in northeastern Ontario with a population of approximately 5,500. It employs approximately 65 full time permanent employees, and another 30-40 part time or temporary employees.

**Position Summary:** Reporting to the CAO, the Planner will be responsible for all matters under the Planning Act such as concents, minor variances, zoning, official plan amendments, plans of subdivision, site planning, public inquires, and pre-consultations to processing complete applications. They will ensure that all inquiries, proposals, and applications are moving forward promptly and according to legislative requirements and the Town's planning and economic development strategy.

### **Summary of position responsibilities:**

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews moderately complex development proposals and it's plan for conformance with codes, plan and regulations.
- Prepares and presents detailed reports on development proposals to Mayor and Council.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data and occupancy rates.
- Evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals.
- Acts as a liaison between community groups, government agencies, developers and elected official in developing neighbourhood plans.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Coordinates community review of public and private development projects.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Oversees the work of consultants and interns.
- Conducts field evaluations and assessments.
- To work with partnership with the CAO in economic development initiatives, including public consultations, CIP program administration and responding to development and economic development inquires.
- To work toward downtown revitalization and urban renewal.
- To consult and partner with community organizations involved in economic development.
- To promote Cochrane's economic and social advantage for population and economic growth.
- To work with local, regional, provincial and national builders and developers to execute development activities in the Town.
- To serve as an economic development advisor to the Economic Development Advisory Committee and the Motel Accommodation Tax Desination and Marketing Board.
- Perform additional duties and special projects as required.

**Qualifications:**

- Post secondary degree in Urban Design, Landscape Architecture, Geography, or a closely related field.
- Minimum 5 years' experience of related experience in a land use planning office environment.
- Eligible for membership with OPPI, OAA and/or OALA.
- Occasional evening and weekend meetings.
- Crime prevention through environmental design (CPTED) and the ability to review projects from a CPTED and accessibility perspective, an asset.
- LEED an asset.

**How to apply:** Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to [HR@cochraneontario.com](mailto:HR@cochraneontario.com) on or before April 7<sup>th</sup>, 2023, at 3:00 PM. Please write "Land Use Planner" in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need an accommodation during the recruitment and selection process, please call (705) 272-4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.