

Senior Planner

Municipality of Port Hope



MUNICIPALITY OF

PORT HOPE

Position Profile and Candidate Brief

March/April 2024

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Introduction

I am delighted to present this Position Profile for the Senior Planner, prepared on behalf of the Municipality of Port Hope.

I trust that this document will provide you with all background information on the Municipality of Port Hope, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Municipality of Port Hope are available on the website: <https://www.porthope.ca/en/index.aspx>.

On behalf of Legacy Partners and the Municipality of Port Hope, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
Legacy Executive Search Partners
416 271 4397 (mobile)
Kartik.kumar@lesp.ca
www.lesp.ca



Contents

Table of Contents

MUNICIPALITY OF PORT HOPE OVERVIEW4

ORGANIZATIONAL CHART – PLANNING & DEVELOPMENT DEPARTMENT5

JOB RESPONSIBILITIES6

IDEAL CANDIDATE.....8

THE TIMELINE.....9

Municipality of Port Hope Overview



Port Hope is a remarkably picturesque community located on the shore of Lake Ontario and the Northumberland Hills. With a population of approximately 16,500, and with thriving business and tourism sectors, the Municipality is well-positioned for long-term, sustainable growth.

Port Hope is a unique, inclusive Municipality, distinguished by a dedication to diversity, culture and economic development. The rich tapestry of its inspiring community offers residents and visitors a diverse range

of activities and associations that cater to every interest. Port Hope’s urban-rural heritage figures prominently in its dedication to safeguarding the past while embracing a progressive future. The Municipality has attracted widespread recognition for its historical architecture, including being home to "the best-preserved Main Street in Ontario," and features over 270 designated heritage buildings, which is the highest number per capita in Canada. Port Hope's vibrant urban center is surrounded by a spectacular rambling countryside with farmland, rural hamlets and the beautiful Ganaraska Forest. The Ganaraska River flows through its downtown core.

Port Hope delivers a wide range of programs and services which enhance the quality of life for our community. With a variety of wonderful amenities and excellent services, a distinctively preserved downtown, locally owned and operated businesses, and a scenic surrounding of rolling hills and farmland, Port Hope has much to fall in love with and explore. The Municipality values and invests in its heritage and culture.

Port Hope continues to address key community objectives through its Official Plan and Strategic Plan, which were both developed in collaboration with Council, staff and community partners. Prioritized items include planning for infrastructure sustainability, waterfront and riverwalk enhancement, intentional growth planning, multi-generational community opportunities, affordable housing and the expanding of corporate efficiencies in the Municipality.



Port Hope at a Glance

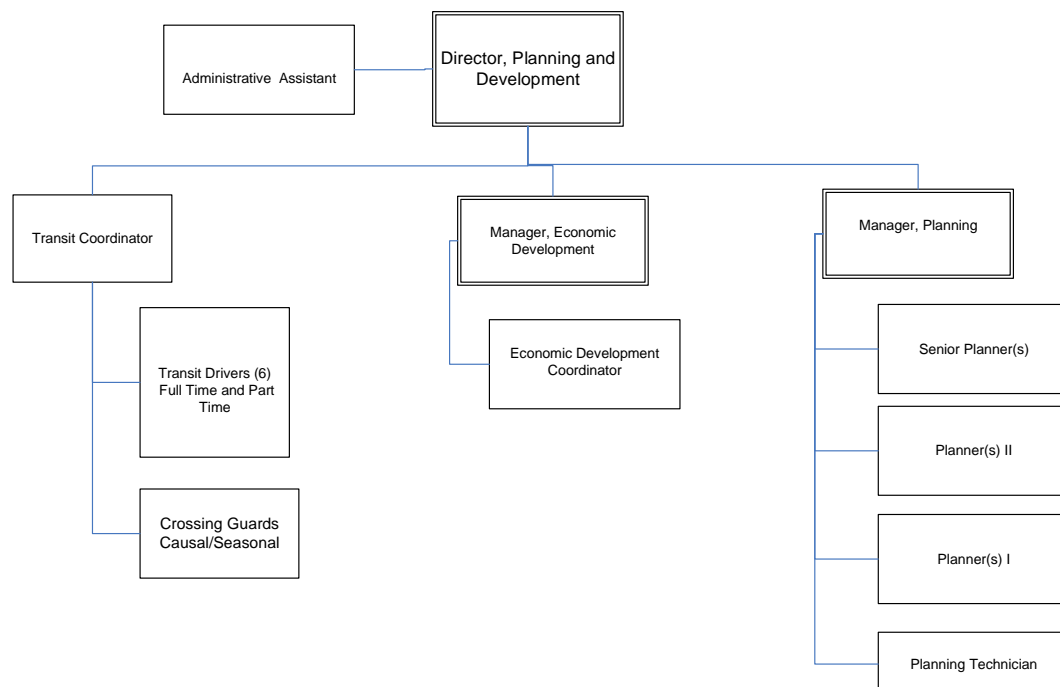
- We're a **resident's dream**: Residential options are as varied as our landscape - Victorian mansions, condominiums, hobby farms, and a growing number of custom-built homes. Residents enjoy numerous opportunities to suit every lifestyle, with a wide variety of employment opportunities, leisure, and education pursuits, all complemented by an exceptional quality of life.
- We're **commuter-friendly and connected**: The municipal transit system offers easy accessibility for all throughout our urban core and we are conveniently located along the 401, with regular VIA Rail service along the Quebec City-Windsor corridor.
- We've got **something for everyone**: Treat yourself to a delicious meal at one of our many excellent restaurants or luxurious accommodations in a local hotel, inn or B & B. Visit an art gallery or take in a live show at the Cameco Capitol Arts Centre, offering year-round entertainment for all ages and interests. We are home to a number of annual festivals and special events and our top-class salmon migration and trout fishing help make Port Hope the ideal tourist destination for a day trip or a weekend.

The Municipality of Port Hope website: <https://www.porthope.ca/en/index.aspx>

Twitter: <https://twitter.com/porthopeontario>

Facebook: <https://www.facebook.com/MunicipalityofPortHope/>

Organizational Chart – Planning & Development Department



Job Responsibilities

The Senior Planner is responsible to provide professional planning advice to Council, members of the public, property owners, property developers and staff with respect to land use and zoning within the Municipality of Port Hope.

The role involves actively participating in the review, research, and policy planning of the Municipal Official Plan and zoning by-laws, ensuring compliance with evolving Provincial Policies and legislation. Responsibilities include managing planning and development applications while collaborating with internal and external stakeholders to negotiate land use. The position also entails representing the Planning division, providing recommendations to Council, and facilitating public consultation on planning matters. Additionally, the role extends to preparing and approving planning recommendations, by-laws, and development agreements, overseeing planning studies and projects, and participating in Ontario Land Tribunal hearings as an expert witness.

Furthermore, the position entails leadership responsibilities, including providing guidance and mentorship to Planning staff, fulfilling the Manager of Planning's duties in their absence, and ensuring courteous and informative interactions with the public. Senior Planner is expected to uphold high ethical standards, recognizing the impact of personal actions on the Municipality's public perception.

Key Responsibilities

Strategic Planning and Policy Development:

- Assist in the review, research, policy planning and update of the Municipal Official plan and zoning by-law for the Municipality; monitor and advise Management on compliance with changing Provincial Policies and legislation (e.g. Growth Plan, Oak Ridges Moraine Conservation Plan, Green Energy Act, County official plan and others).
- Undertake planning studies and projects within specified timelines and an approved budget. Coordinate the activities of external consultants, including but not limited to the hiring of consultants, developing and issuing RFQ's, RFPs, pre-qualifications, participation in the evaluation/selection process, and contract award including oversight of budgets and invoicing.

Community Partnership in Planning Development Processes:

- Represent the Planning division and provide recommendations and professional planning opinion to Council, the public, special purpose bodies, committees, government agencies, stakeholders, and interest groups by communicating information, corporate objectives, recommending courses of action and facilitating solutions

- Attend Council meetings, Committee of the Whole meetings, and other Committees of Council as required. Facilitate and lead public consultation and community outreach meetings on planning matters.
- Seek funding opportunities from government grants, private donors, and other sources to support program expansion and innovation.

Legal Knowledge in Municipality Zoning By-Laws:

- Prepare and approve planning recommendations for development applications, including Committee of Adjustment consent applications, and Minor Variance applications.
- Prepare and approve by-laws and development agreements, including building permit application review for compliance with zoning by-law, site plans, and subdivision agreements staying in consultation with several municipal departments, agencies and legal counsel.
- Prepare, review and comment on Motions, Affidavit, Orders, Outline of Evidence, Witness Statements, in preparation for Ontario Land Tribunal (“OLT”) hearings.

Stakeholder & Community Engagement and Delivery of Service:

- Manage planning and development applications, including Official Plan amendments, zoning by-law amendments, consent and minor variances, plans of subdivision, and site plan proposals in compliance with applicable Municipal and Provincial legislation.
- Attend OLT hearings as an expert witness pertaining to land use and other planning matters including appeals and coordination of same in cooperation with the Municipal Solicitor and staff on behalf of the Municipality, providing evidence and professional opinion at OLT hearings.
- Demonstrate commitment to delivery of services and interact with the public in a courteous, informative, appropriate and prompt manner at all times and in all circumstances
- Provide information regarding services as an expert, and support Municipal policy, procedures and by-laws.

Ideal Candidate

Education and Experience:

- A university degree in Urban Planning or Diploma in Urban and Regional Planning Technology or equivalent.
- Must hold a Registered Provincial Planner (RPP) designation and/or be a member of the Ontario Professional Planner Institute (OPPI) or Canadian Institute of Planners (CIP) or equivalent.
- Five (5) to Seven (7) or more years of progressive land-use planning experience (with some flexibility on the years of experience) is required; Municipal experience would be an asset.
- Membership in the Canadian Association of Heritage Professionals (CAHP) would be an asset.

Expertise in Zoning and Municipal By-Laws:

- Experience representing the Planning division and providing recommendations and professional planning opinion to stakeholders by communicating information clearly, recommending courses of action, and facilitating solution.
- Expertise in managing the planning and development of applications such as the Municipal's Official Plan and Zoning by-law in compliance with Provincial Policies, and ability to provide recommendations to Council and engage in public consultation.

Communication, Interpersonal Skills and Leadership:

- Demonstrate a commitment to delivery of services and interact with the public in a courteous, informative, appropriate and prompt manner at all times and in all circumstances; provide information regarding services in area of expertise and support Municipal policy, procedures and by-laws.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Senior Planner at the Municipality of Port Hope interests you. If you wish to be considered for the position, please forward a cover letter and your resume by email to **Kartik Kumar at careers@lesp.ca by April 4th, 2024 @ 11:59pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Municipality of Port Hope are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



Legacy Executive Search Partners

3080 Yonge Street
Suite 6060
Toronto, ON
M4N 3N1

careers@lesp.ca
lesp.ca



[Contact Us](#)

