



Township of North Kawartha Job Description

Position: Planner	Date: July, 2026
Reports to: Chief Administrative Officer	Department: Building and Planning

Purpose:

Reporting to the Chief Administrative Officer, the Planner is responsible for processing planning and development applications, short-term planning and any other matters related to the comprehensive and orderly land-use development of North Kawartha Township independently and in conjunction with appointed planning consultants. This role provides information and advice to staff and the community related to building, land-use planning and zoning by-laws. The incumbent will assist in the implementation of long-term planning policies for the Municipality.

Responsibilities:

1. Review and process applications under the Planning Act. This may include but is not limited to: pre-consultations, minor variances, consents, zoning by-law amendments, removal of holding provisions, interim control by-laws, site plan control, and official plan amendments.
2. Prepare, attend and present reports to Council and Committee of Adjustment, including applications not directly related to planning (e.g. special events).
3. Respond to planning inquiries from realtors, lawyers, ratepayers, contractors, and the public in a polite and impartial manner.
4. Liaise and consult with commenting agencies and upper-tier government officials for various planning applications such as official plan amendments, zoning by-law amendments and consent applications.
5. Review building permit applications for zoning by-law and applicable law compliance.
6. Attend and/or host public meetings and open houses to interact with and provide information to the public and to government agencies.
7. Engage in any customer service and administration activities related to planning services and processes, providing a high level of service to rate payers and/or their agents.

8. Maintain files related to Records Retention by-law, while ensuring security and confidentiality of all records and personal information under control of the Township in accordance with legislation.
9. Participate in local and regional committees, either intergovernmental or community based.
10. Coordinate, analyze and prepare data and mapping for notices, presentations and research projects utilizing Municipal data and GIS.
11. Provide Township and Ministry/Agency staff with maps, reports and other materials, as requested.
12. Manage and process applications for the Community Improvement Plan.
13. Participate in all aspects of the Occupational Health and Safety Act, and maintain knowledge of municipal policies.
14. Pursue (or has acquired) on-going professional development associated with professional qualifications and to ensure most current knowledge of legislation and changing planning processes.
15. Other duties as assigned.

Supervision:

This position has no supervisory responsibilities.

Working Relationships:

Internal:	Mayor and Council Municipal Staff Municipal Planning Consultants	Manager and colleagues Internal committees
External:	General Public Solicitors Municipal Auditors	Municipal Government Provincial and Federal Agencies Conservation Authority

Skills and Competencies:

- Ability to interpret and apply policy and legislation
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Presentation skills and ability to speak effectively in front of a group



- Customer service expertise
- Research and analytical ability
- Sense of collaboration and ability to work in a team environment
- Time management and ability to work under deadlines.

Knowledge, Training and Qualifications:

- Post-secondary education in Planning, Geography or related discipline.
- Minimum two years' experience in municipal land use planning.
- Must be a member of or eligible for membership with the Ontario Professional Planning Institute (OPPI) with qualification or designation achievement per the OPPI (Registered Professional Planner (RPP)).
- Knowledge and understanding of the Planning Act, Municipal Act, Places to Grow Act, Provincial Policy Statement, and other related policies and legislation.
- Understanding of applicable law, policies, by-laws and regulations pertaining to planning approvals and building permit processes.
- Knowledge of Municipality's by-laws and complaint process.
- Ability to deal with frequent interruptions and competing priorities.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Adobe), GIS and Keystone Complete, and Cloudpermit.
- Valid Class G driver license.
- In accordance with Township policy, this position requires as a condition of employment that you provide a Criminal Record Check that is acceptable to the Township.

Working Conditions:

Typical climate-controlled office environment with occasional regional travel to attend meetings, conferences, seminars and site inspections. Work activities require visual and mental concentration for intermediate durations of time. Standard office hours, Monday through Friday, with occasional extended hours for meeting attendance. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).



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Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date