



### **PLANNER III (Policy)**

**NATURE OF WORK:** The Planner III (Policy) is an expert level and supervisory position responsible for leading and providing professional expertise on complex and politically sensitive long range planning projects. This position involves negotiating, developing, recommending, and implementing complex policies, statutory and other plans, programs, standards, and objectives to meet current operating standards and requirements of Charlottetown's planning and development functions. This is professional work where the principal responsibility will be to research, engage stakeholders, and develop land use policies to make recommendations to the Planning Board, Heritage Board, and Council. The position will also represent the City at Provincial and Intermunicipal meetings in relation to land use.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- As a committed member of the City of Charlottetown team, Planner III (Policy) is required to act as a positive role model for all employees throughout the organization.
- Reports directly to the Manager of Policy and Heritage.
- Works closely with all members of the Planning and Heritage Department.
- Develops and maintains working relationships with departmental managers, supervisors, and all City employees to assist with Planning related functions.
- Relates to Council through the Manager of Policy and Heritage as well as directly through various Standing Committees.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

## **PRIMARY FUNCTIONS AND ACCOUNTABILITES:**

- Supervises, coaches, and mentors Planner II, Planner I, Development Officer, and Intake Officer positions. Liaises with the Manager of Development on staff related issues where required.
- Prepares strategy and briefs for the Manager, Director, Chief Administrative Officer, Elected Officials for attendance at Provincial and Intermunicipal land use meetings.
- Interprets and explains the Official Plan, Zoning & Development By-law, Planning Act, and other relevant planning instruments to assist clients in understanding large policy direction for land use.
- Responds to project inquiries and correspondence from the general public, developers, and members of the legal community.
- Leads interdepartmental meetings in developing new land use policies.
- Reviews complex development permits and subdivision applications to provide feedback based on municipal long-range plans, guidelines, and strategies (i.e., the Official Plan).
- Serves as an administrative advisor to Council, Planning Board, and Heritage Board and, where necessary, attends and represents these bodies at meetings, hearings, and appellate proceedings.
- Serves as a City liaison with the general public and other government and non-government agencies and committees on long range planning matters.
- Represents the City of Charlottetown at the Island Regulatory and Appeals Commission where long range plans are involved.
- Meets with developers, architects, engineers, and contractors to discuss their proposals, build working relationships, and to communicate municipal policies, legislation, and required technical studies early in the process.
- Facilitates workshops and open houses.
- Prepares planning reports and briefs for the Planning Board, Heritage Board, and Council as required.
- Makes formal recommendations on land use matters and delivers presentations to the Planning Board, Heritage Board and City Council.
- Gathers data and analysis of census information, building statistics, land-use information, and servicing information; formulates conclusions, creates reports, policies, and plans.
- Develops policies to address current and long-range planning issues and provides planning advice on special projects.
- Monitor legislation and conduct research on best practices and industry standards affecting community planning, provide advice and recommendation on strategies. Oversees the monitoring program of the Official Plan; prepares recommendations and amendments as necessary.

- Leads the development of proactive policy solutions for the housing crises, climate change adaptation and mitigation in relation to land use, regulation of unhoused encampments on public land, and other complex policy challenges that the City is facing.
- Performs other related duties, responsibilities, or functions as assigned.

**REQUIRED COMPETENCIES:**

- Sound judgment and excellent decision-making skills.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- Excellent oral and written communication skills to clearly and persuasively present ideas and recommendations that involve complex and politically sensitive issues to internal and external stakeholders.
- Ability to work in a high paced environment, with constant interruptions, adjustments to work schedules and a high consequence of error, with minimal supervision.
- A demonstrated ability to deal with sensitive or confidential matters with discretion and tact.
- Expert knowledge of the functions of municipal government, the application of bylaws and policies, and of the preparation of correspondence, and orders under the authority of the Municipal Government Act and the Planning Act for enforcement purposes.
- Demonstrated understanding of municipal and planning law.
- Ability to manage relationships with external agencies and citizens on behalf of the City Corporation.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software and database applications related to duties.
- Expert knowledge of the planning principles that apply to development in an urban setting, including the methods and procedures by which developments are approved.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Strong presentation, facilitation, negotiation, and conflict resolution skills and demonstrated ability to effectively lead group discussions.
- Experience working with planning specific software and GIS applications.
- Demonstrated project management, negotiation, and public consultation skills.
- Ability to work overtime to accommodate evening meetings and events.

## **REQUIRED QUALIFICATIONS:**

- A minimum of seven (7) years of experience as a land use planner in a municipal environment along with supervisory, coaching, and mentoring experience.
- Bachelor's degree in planning/ urban design/ Geography/ Environment or another relevant professional field required. A master's degree is preferred.
- Professional Membership with the Prince Edward Island Professional Planners Institute (Registered Professional Planner – RPP) and the Canadian Institute of Planners (Member of the Canadian Institute of Planners – MCIP) is required. Pre-Candidate or Candidate Membership may be considered for the right candidate.
- International Association of Public Participation (IAP2) certificate or equivalent public engagement training is preferred.
- An equivalent combination of education along with planning and/or development control experience may be considered.

Salary: \$82,673.16 - \$97,262.83 as per the UPSE Collective Agreement

### **How to Apply:**

Please submit a cover letter and detailed resume by e-mail to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca)  
Your application must be clearly marked “**Application for Planner III - Policy.**”

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) or by calling 902-629-4110.