



Woolwich Township Job Posting

Date:	August 1, 2023
Position:	Planner
Positions Available:	One (1) Permanent Full Time
Department:	Development Services
Wage Rate/Grade:	\$68,177.00 to \$85,222.00
Hours of Work:	35 hours per week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) permanent full time Planner.

The position offers the opportunity for growth as the successful candidate may be eligible to become a Senior Planner based on years of experience and demonstrating the skills and ability to move into such a role.

Purpose of position and profile:

Under the general direction and supervision of the Manager of Planning, the Planner carries out and administers short-term and certain long-range planning functions, and associated projects for the Township, ensuring that compliance to Provincial Planning legislation, Regional planning policy and planning policy/regulations of Council, including the approved Official Plan, Secondary Plans, Zoning By-law etc., Design Guidelines and Site Plan standards, are respected.

Responsibilities:

- Interpret Provincial, Regional and local planning policies, zoning bylaws
- Develop, process and prepare official plan amendments, zoning by-law amendments, part lot control, removal of holding, interim control by-laws and various requests requiring Council approval
- Provide planning interpretation and comments on all development approvals
- Oversee and support the Heritage Committee activities
- Building permit review
- Process Committee of Adjustment applications
- Prepare and present land use recommendations to the Committee of Adjustment
- Liaise and consult with various departments, upper tier government and commenting agencies for various planning applications
- Prepare pre-consultation process notices, attend and prepare for public meetings and open houses, prepare and process various agreements, and develop by-laws for various Planning Act applications
- Coordinate, research, and analyze statistical data and information for various initiatives
- Research and assist with special planning and community development projects and initiatives
- Process Subdivision applications including internal circulation; evaluating the application; preparing Township reports and conditions of draft approval; reviewing engineering and planning drawings/reports; preparation of the Subdivider's agreement; and, administering the application to registration
- Prepare/provide professional planning evidence to the LPAT on behalf of the Township
- Prepare other agreements including site plan/development agreements

Education, Qualifications, and Work Requirements:

- University degree in Planning or a related discipline
- Current member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI), or in process of achieving designation
- Minimum of three (3) years' experience in municipal land use planning
- Demonstrated knowledge of Provincial legislation
- Knowledge of local government/municipal operations, office and administrative procedures
- Knowledge of planning theory and practice as defined by the Canadian Institute of Planners and Administrative Law
- Demonstrated knowledge of the Planning Act, other relevant Provincial legislation
- Demonstrated knowledge and ability to interpret and administer a variety of regulations, acts, agreements, policies and guidelines pertaining to planning practices
- Strong effective organizational, time management, scheduling, and technical review skills
- Strong interpersonal, communication, report writing, and public relations skills to interact with a wide variety of individuals and groups
- Strong problem-solving, negotiation skills, record keeping, and analytical skills
- Ability to work independently and in a team environment
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Basic knowledge of GIS
- Valid Class G Drivers License, licensed to drive in Ontario, and use of a vehicle

Working conditions:

- Combination of office conditions and active job sites
- Flexible hours of work as required, including occasional evening hours

Interested applicants are invited to submit their resume via email to hr@woolwich.ca by **4:00 pm on August 16, 2023. Please quote job posting 2023-36.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.