



Planner – 2 Positions

Temporary Full-Time (January 8, 2024 – May 9, 2025)
J1123-0852

The Town of New Tecumseth is looking for two Planners to join our team on a 16 month contract.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment. Additionally, the Town offers the following perquisites:

- flexible work environment, including ability to work from home up to two (2) days per week
- competitive salaries
- OMERS pension plan
- professional development opportunities

Under the general direction of the Manager, Development Planning, this position primarily performs the tasks associated with the review and evaluation of development applications under the Planning Act and undertake the preparation and evaluation of comprehensive policy studies and research projects. This position provides an opportunity to apply development review, policy development and analysis skills and knowledge related to urban and rural development in shaping New Tecumseth's future.

Responsibilities:

The general responsibilities include the tasks inherent in the processing of all types of development applications including the review of supporting material, the analysis and application of Provincial, County and Town policy and provisions, supporting discussion to liaise and negotiate with stakeholders and preparing staff recommendations, reports, Ontario Land Tribunal (OLT) hearings and participate with internal departments and/or committees (including DART – Development Application Review Team) on development applications.

From a policy planning perspective, this position will perform the tasks associated with the preparation and evaluation of comprehensive studies and research projects to support the strategic evaluation of emerging trends and new requirements undertaken by the Town, County, Province, and other municipalities. The Planner will liaise and negotiate with stakeholders, and prepare staff recommendations, reports and communication material.

Excellent customer service is required in responding to zoning and planning related inquiries and providing professional planning advice to the Town, the public, various agencies, and potential applicants. The Planner will also provide interpretation and recommendations on various planning matters, and present comments and recommendations to the Committees of Adjustment, Public Planning Meetings and Council.

Qualifications:

- Requires a university degree in Planning or a related field from a recognized university or equivalent.
- Must be eligible for candidate member of the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP). Full membership preferred.
- Requires a minimum of 1-3 years of experience in planning or a related field. Preferably with some municipal and/or private sector planning experience.
- Class "G" Driver's License in good standing and reliable vehicle to use on corporate business is required.
- Registered Professional Planner preferred.
- Working knowledge of applicable Provincial legislation including the Ontario Planning Act, Condominium Act, the Ontario Heritage Act, and the Ontario Municipal Act.
- Working knowledge of municipal government including the roles and responsibilities of stakeholders and the requirements of development review processes.
- Self-motivated, positive, confident, and approachable with problem-solving ability.
- Ability to work within a multidisciplinary team setting and be productive independently
- Adept at making decisions and setting priorities within a team-based environment

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly to deliver task and goal completion to a high standard. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek

new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$62,098.40 – 77,641.20, plus 4% vacation pay and optional enrolment in OMERS pension plan

Hours: 35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday

Location: Town Administration Building – 10 Wellington Street East, Alliston

Start Date: January 8, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (high school diploma, training, etc) by via our [ATS](#) by December 13th. <http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1123-0582&BRID=EX249847&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.