

Town of Caledon

make a difference



Job Title: Planner, Parks (Permanent Full-Time)

Closing Date: Open Until Filled

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, Parks and Natural Heritage, the Parks Planner will need the planning and design of the Town's parkland and open space system. To achieve this the position will be responsible for providing comments and professional opinion on Official Plan, Secondary Plan, Block Plan, Draft Plan, Zoning by-law amendments and other development team circulations and associated studies and report. In addition, this position will undertake research relating to parkland development guidelines and policies for implementation of design objectives for parkland and open space. As the Planner, Parks, you will perform the following duties, including but not limited to:

- Leads and completes the technical review and approval of parks design material associated with development applications
- Attends and participates in preliminary (optional) and Pre-Consultation (DART) Meetings (mandatory as per Planning Act), reviewing proposals and identifying parks planning comments, requirements, and submission material (i.e., plans, studies, reports), for 'complete' applications as per the Planning Act, Official Plan and Town processes. These meetings include multiple stakeholders including the applicant/owner/developer, various other Town staff and external agencies (Region, Conservation Authority, etc.).
- Responsible for calculating parkland dedication requirements for plans of subdivision, site plans
- Reviews and analyses the parks planning-related submission material associated with development applications, evaluating, and advising on the suitability of park planning and design elements based on sound park planning and design practice and principles in addition to Town policies, standards, by-laws, and guidelines from a design perspective
- Responsible for triaging and prioritizing applications, identifying problems/issues and creative solutions to those issues



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- Coordinates, prepares, and completes the updating of policies, procedures, standards, and by-laws relating to parks planning, design and acquisition, landscape design, community development and site development management
- Provides a professional opinion and expert testimony regarding appeals to the Ontario Land Tribunal, or other tribunal/board, subject to cross-examination from other parties to the tribunal
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Planning, Landscape Architecture, Environmental Studies, or a closely related field. Our ideal candidate has 5 years of municipal planning experience with increasing responsibilities, with demonstrated knowledge of the Planning Act, Provincial Policy Statement, Provincial Plans, and the Regional and Local Planning Policy Framework.

The ideal candidate will have demonstrated ability to organize own workflow, work with minimum supervision and take initiative. We are seeking an individual with superior verbal and written communication skills, a demonstrated ability to write thorough and accurate reports, by-laws and letters, and excellent interpersonal skills.

The successful candidate for Planner, Parks will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 - \$106,743.45 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

Applications for this posting will be accepted until filled.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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