

**Town of Caledon**

***make a difference***



**Job Title: Planner, Heritage (Contract up to 7 Months)**  
**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, Strategic Policy Planning, this position will provide support for the Town's Bill 23 Heritage Designation Prioritization Strategy, created in response to recent legislative amendments to the Ontario Heritage Act by Bill 23. The role is responsible for the research and evaluation of listed, non-designated properties under Ontario Regulation 9/06, and administration of Ontario Heritage Act legislated requirements related to designation; advisement on matters related to the Ontario Heritage Act; implementation of cultural heritage policies and projects consistent with the Town's Official Plan, and in line with the Provincial Policy Statement, the Ontario Heritage Act, and other supporting policies legislation; and liaison to the municipal heritage advisory committee. As the Planner, Heritage you will perform the following duties, including but not limited to:

- Undertake research and evaluation of listed, non-designated properties for the purposes of designation under the Ontario Heritage Act, in accordance with the Town's Bill 23 Heritage Designation Prioritization Strategy.
- Review and analyze cultural heritage studies, information, and reports, including but not limited to Cultural Heritage Impact Assessments, Heritage Conservation Plans, Archaeological Assessments, and Heritage Documentation Reports
- Review heritage permit applications and provide recommendations to Heritage Caledon and Council as required by the Ontario Heritage Act.
- Provide heritage information and advice to members of the public, staff, Heritage Caledon, and Council
- Support the Town in appeals related to heritage matters and act as an Expert Witness at Ontario Land Tribunal hearings, as required
- Support Municipal Heritage Committee, through coordination of subcommittee meetings, preparation of reports and other materials



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

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- Contribute to the implementation of Town heritage projects including new policies, standards, guidelines, studies, community visions, reports, and other heritage initiatives
- Attend site visits for evaluation of the cultural heritage value, alteration of properties, or review of heritage grants, and/or other heritage-related matters as determined necessary
- Promote heritage awareness through outreach initiatives, collaboration with heritage stakeholder groups, and public consultation

### **The Ideal Candidate**

We are seeking a passionate professional with a post-secondary degree in Heritage Preservation, Urban Design, Geography, Planning, Architecture, or closely related field. Our ideal candidate has minimum 2 years related experience in heritage planning or proven historical research skills, with eligibility for membership with CAHP.

The ideal candidate will have demonstrated knowledge of and experience in heritage research, heritage conservation, architecture and building typology. We are seeking an individual with superior interpersonal skills, a demonstrated ability to make decisions involving routine tasks, and excellent verbal and written communication skills.

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

This position offers an hourly rate range of \$52.84 to \$64.76.

*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](http://www.caledon.ca/careers)

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



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