

Town of Caledon

make a difference



Job Title: Intermediate Planner, Policy (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, Strategic Policy Planning, this role is responsible for policy analysis and research using both qualitative and quantitative methods, acting as a resource for staff, Council, and the public regarding general policy planning, with emphasis on official plan process, heritage and/or transportation. As the Intermediate Planner, Policy, you will perform the following duties, including but not limited to:

- Assist and participate in growth management, policy study projects, Secondary Plans and Official Plan Amendments including the Official Plan review process
- Conduct independent or assist in data collection, research, and analysis on a range of planning issues related to the Town's Official Plan to ensure it conforms with the Planning Act, the Provincial Policy Statement, applicable provincial plans, and the Peel Region Official Plan
- Monitors the Environmental Registry of Ontario, Planning Act and Provincial Plan changes, communicating those changes to senior staff and coordinating responses as required
- Supports growth management and phasing plans
- Coordinates and participates in public consultation meetings and public engagement strategies pertaining to planning policy matters and present policy initiatives to interest groups, stakeholders, and the public
- Provide guidance and information to Committee, Council, Town staff, external agencies, and the public regarding Caledon's planning and policy processes/projects, Official Plan policies, Heritage Planning, Transportation Planning, and other relevant planning policies
- Supports Development Planning by participating in the development application review process to communicate planning policy objectives. Represents Strategic Policy Planning at pre-consultation meetings for development applications.
- Prepares planning studies and reports related to planning policy, transportation and other matters for Committee and Council



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- Attend Committee and Council meetings, as well as other inter-agency meetings, as required, to represent the Department on planning interests of the Town of Caledon
- Reviews and recommends improvements to the planning policy framework and standard operating procedures, recognizing their potential impacts on heritage and planning, associated implementation and customer service in existing and proposed policies and procedures
- Develops, maintains, and works to improve job related standard operating procedures
- Maintains responsibility for assigned duties within the departmental and/or corporate Business Continuity Plan

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Planning or a closely related field. Our ideal candidate has minimum 1 year of land use planning work experience with a strong understanding of the planning processes under the Planning Act. Membership in the Ontario Professional Planners Institute, Canadian Institute of Planners, Canadian Association of Heritage Professionals would be an asset

The ideal candidate will have a strong understanding of quantitative research methodology and GIS is preferred. We are seeking an individual with superior verbal and written communication skills, a demonstrated ability to make decisions involving routine tasks, and excellent interpersonal skills.

The successful candidate for Intermediate Planner, Policy 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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