

Town of Caledon

make a difference



Job Title: Senior Planner, Development (Permanent Full Time)

Closing Date: January 10, 2025, 12PM

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, Development, this role is responsible for the processing and project management of a wide range of development applications, reviewing and providing a professional planning opinion and recommendation on major, high profile development applications as well as acting as a resource for staff, Council, and the public regarding planning processes and policies. As the Senior Planner, Development, you will perform the following duties, including but not limited to:

- Manages development applications including, but not limited to, Official Plan Amendments including Secondary Plans and Settlement Boundary Expansions, Zoning By-law Amendments, Draft Plans of Subdivisions and Condominiums, Site Plan Control applications, Part Lot Control applications, Committee of Adjustment (Minor Variance, Consent, Validation Certificate) applications, Niagara Escarpment Plan Amendment applications, Niagara Escarpment Development Permit applications, and Telecommunication Tower applications
- Acts as a Lead Planner/Project Manager on development applications including, but not limited to, Official Plan Amendments including Secondary Plans and Settlement Boundary Expansions, Zoning By-law Amendments, Draft Plans of Subdivisions and Condominiums, Site Plan Control applications, Part Lot Control applications, Committee of Adjustment (Minor Variance, Consent, Validation Certificate) applications, Niagara Escarpment Plan Amendment applications, Niagara Escarpment Development Permit applications, and Telecommunication Tower applications
- Liaison between the planning applicant/consultant and the various stakeholders involved in the application
- Coordinates and chairs regular update meetings with applicants, agencies, departments, and stakeholders
- Performs the associated site inspections which may include agencies and stakeholders such as the applicant, Conservation Authority, Ministry of Natural Resources



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- Adheres to the Planning Act when managing development applications
- Reviews and analyses the planning policy framework (Provincial Policy Statement, Provincial Plans, Regional Official Plan, Town of Caledon Official Plan, by-laws, guidelines, etc.) to determine a professional planning opinion, providing and communicating that opinion and recommendation (through reports and other means) to various stakeholders including the Manager, Committee and Council
- Responsible for triaging and prioritizing applications, identifying problems/issues and creative solutions to those issues
- Attends and present at various internal staff Committee's (Technical Application Review and By-law Review Committee – held weekly)
- Prepares draft plan conditions for subdivision and condominium applications
- Reviews and recommends improvements to the planning policy framework and standard operating procedures, recognizing their potential impacts on the development process, associated implementation and customer service in existing and proposed policies and procedures
- 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, BES, or a closely related field. Our ideal candidate has minimum 5 years of a land use planning role experience with increasing responsibilities. Membership in the Ontario Professional Planners Institute and Canadian Institute of Planners is preferred.

The ideal candidate will have demonstrated knowledge of the Planning Act, Provincial Policy Statement, Provincial Plans, and the Regional and Local Planning Policy Framework. We are seeking an individual with superior communication skills, a demonstrated ability to negotiate with focus on problem solving, and excellent ability to work in a team environment.

The successful candidate for Senior Planner, Development 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 \$115,114.52 - \$143,893.16 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.

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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