



Planner
Permanent Full-Time
J1224-0990

The Town of New Tecumseth is looking for a Planner to join our rapidly growing team.

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.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- 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.

How you contribute to our organization:

- Review, evaluate, analyze and process development applications submitted under the Planning Act including those for Official Plan and Zoning By-law Amendment, Draft Plan of Subdivision, Plan of Condominium, Site Plan, Validation of Title, Part Lot Control, Minor Variance and Consent.
- Coordinate the circulation of applications and receipt of circulation comments, from the public, and comments and conditions of approval from other Town departments and outside agencies. Summarize, consolidate, and circulates comments to project proponents and other departments and agencies.
- Coordinate input and supports discussion to collaboratively negotiate solutions among stakeholders including applicants, agents, consultants, developers, colleagues, municipalities, and agencies as part of the processing of development applications.
- Undertake comprehensive studies and research projects to support the strategic evaluation of emerging trends and new planning requirements, including those from the Province and the County, and to ensure compliance of the Town's implementing planning documents including the Official Plan and Zoning By-law. Prepare policy documents including Official Plans and Official Plan amendments, Zoning By-laws and Zoning By-law amendments, growth management related studies and reports on demographics, Town planning statistics, land budget, etc.
- Review, evaluate and analyse County and Provincial and other municipally initiated policy initiatives. Support negotiations with and coordinate the input of consultants, other Town departments, boards and commissions, provincial and federal agencies and the general public on the details of policy initiatives, planning and development proposals and amendments.
- Prepare staff reports and other communication materials, and make professional recommendations and presentations related to strategic policy matters or development applications.
- Support the Committee of Adjustment, including the responsibility for Secretary-Treasurer, as well as the Heritage Committee with the evaluation of applications and/or initiatives under the Ontario Heritage Act.
- Attend meetings, respond to general planning inquiries from the public, and liaise with stakeholders to make presentations and provide information respecting planning matters and/or specific development application details.

What you bring to the team:

- University degree in Planning or a related field from a recognized university or equivalent.

- Eligible for candidate member of the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP).
- Class “G” Driver’s License in good standing and reliable vehicle to use on corporate business is required.
- In addition to the above, related college diploma or additional vocational training is preferred.
- Full member of the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) preferred.
- Registered Professional Planner (RPP) preferred.
- A minimum of 1-3 years of experience in planning or a related field. Preferably with some municipal and/or private sector planning experience.
- Excellent interpersonal skills required to liaise, consult, negotiate with, and provide information to a wide range of industry stakeholders through development application review processes.
- 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.

Salary: \$66,990.11 - \$83,742.30, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am – 4:30 pm, Monday to Friday

Location: Town Hall, 24 Tupper Street West, Alliston

Start Date: March 17, 2025

To apply, please submit a cover letter, resume and copies of the required credentials (degree, training, etc) on our [website](#) by February 11th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1224-0990&BRID=EX305217&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.