

**Town of Caledon**

***make a difference***



**Job Title: Community Planner, Development (Permanent Full-Time)**  
**Closing Date: 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, Development, this role is responsible for processing a wide range of development applications and acting as a resource for staff, Council, and the public regarding planning processes and policies. As the Community Planner, Development, you will perform the following duties, including but not limited to:

- Responsible for the day-to-day management of development applications including, but not limited to, Official Plan Amendments, Zoning By-law Amendments, Draft Plans of Subdivisions and Condominiums, Site Plan Control applications, Land Division applications, Minor Variance applications, Niagara Escarpment Development applications, and associated site inspections
- Provide guidance and information to internal Town staff, Council, other relevant public agencies, and the public regarding Caledon's planning process, Official Plan policies, and other relevant planning policies
- Attend Council and other meetings to represent the Department of Planning and the Planning interests of the Town of Caledon as assigned by the Manager of Development
- Prepare evidence under minimal supervision for Ontario Municipal Board Hearings and other Hearings as assigned
- Represent the Planning Department regarding major referrals to the Ontario Municipal Board as assigned by the Manager of Development
- Prepare Planning studies and reports related to both Planning and Development matters

**The Ideal Candidate**

We are seeking a planning professional with a post-secondary degree in Planning, or a closely related field. Our ideal



6311 Old Church Road  
Caledon, ON L7C 1J6  
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candidate has a minimum of three (3) years related experience in a land use planning role. Membership in the Ontario Professional Planners Institute and/or Canadian Institute of Planners is preferred. Experience within a municipal environment is considered an asset.

The ideal candidate will have demonstrated ability to make decisions involving multiple routine tasks, affecting department level. We are seeking an individual with superior interpersonal skills including the ability to work effectively in a team environment, a demonstrated ability to work independently with complex tasks and excellent verbal and written communication skills.

The successful candidate for Community 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 \$103,595.84 - \$129,494.80 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](http://www.caledon.ca/careers)

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



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