

Town of Caledon

make a difference



Job Title: Planner, Environmental (Permanent Full-Time)

Closing Date: April 7, 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, Parks and Natural Heritage, this role is responsible for conducting natural heritage review of development applications, assisting in the management of environmental planning projects, undertaking research and analysis, and preparing/presenting reports on behalf of the Department. As the Planner, Environmental, you will perform the following duties, including but not limited to:

- Conduct data collection, research, and analysis on a range of natural heritage planning matters to ensure conformity with the Planning Act, the Provincial Policy Statement, applicable provincial plans, and the Town of Caledon and Peel Region Official Plans
- Contribute to maintaining the database of natural heritage features and ecological data, and use the data to respond to internal and external queries, as appropriate
- Assist in the development of natural heritage policy and aggregate policy studies, and assist external consultants retained by the Town to conduct natural heritage planning reviews
- Review all types of development applications from a natural heritage/ecological perspective and prepare comments and recommendations
- Support Senior Environmental Planner staff in the review/preparation of Subwatershed Studies and Master Environmental Servicing Plans from a natural heritage/ecological perspective, and Energy and Environment staff in implementing Green Development Standards and sustainability programs/plans
- Present studies, policies, and applications at Public Information Meetings
- Review policy initiatives of other agencies to protect and advance the Town's interest
- Prepare evidence for Municipal Boards and Tribunals with minimal supervision and represent the Town of Caledon at substantive hearings on matters assigned by the Manager of Parks and Natural Heritage or Manager(s) of Development



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- Represent the Department at meetings with Provincial, Regional, Municipal, and Conservation Authority staff, as well as Niagara Escarpment Commission hearings, Committee of Adjustment hearings, public meetings, Council meetings etc.
- Coordinate public consultation meetings pertaining to natural heritage planning matters and present initiatives to interest groups, stakeholders, and the public.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Ecology, Environmental Science, Environmental Planning, or a closely related field, with eligibility for membership in the Canadian Institute of Planners and/or Ontario Professional Planners Institute. Full Membership is considered an asset.

Our ideal candidate has minimum 2 years related experience in an environmental planning role, municipal experience is considered an asset. With demonstrated knowledge of the Planning Act, Provincial Policy Statement, Provincial Plans, Aggregate Resources Act, Conservation Authorities Act, Ecological Land Classification System, Species at Risk Act, Ontario Wetland Evaluation System, and the Regional and Local Planning Policy Framework.

The ideal candidate will have demonstrated work independently and produce thorough reports under time constraints. We are seeking an individual with superior verbal and written communication skills, strong quantitative analysis skills, and a demonstrated ability to analyze planning data and generate effective, efficient planning policies and reports.

The successful candidate for Planner, Environmental 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 \$96,512.66 to \$120,640.83 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 April 7, 2025, 12:00PM EST.

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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