



The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) PLANNING MANAGER  
Permanent Full Time

JOB ID: C29-25	LOCATION: Hybrid - 30 Centre St, Orangeville, & East Garafraxa Township Office
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on May 6, 2025

Reporting to the Director of Development and Tourism, the Planning Manager is responsible for leading and managing all land-use planning priorities, policies and initiatives for the County of Dufferin. The Planning Manager collaborates across the corporation and is a resource for staff and Council on all planning matters, providing creative and best practice solutions for how the County is formed and connected.

What we can offer YOU!

- A competitive hourly wage ranging between \$68.69 – \$80.37 (January 1, 2025 Non-Union Pay Grid)
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Manage day-to-day planning activities as they relate to land use planning and development review.
- Prepare planning policies, by-laws and standards.
- Prepare reports that include analysis, opinion and recommendations to the Committees and Councils on Planning matters.
- Present planning information and respond effectively in public forums such as Council or Committee meetings, community meetings, and interactions with stakeholders in the planning process.
- Lead and manage Planning related projects that help the County achieve its strategic goals and objectives
- Coordinate internal and external stakeholders on projects that have, or would benefit from a land use planning component
- Research and analysis of legislative initiatives, changes, and regulations and inform internal and external stakeholders
- General direction of the Planning division, including the managing, mentoring, coaching and training of staff to support departmental operations, goals and initiatives.
- Prioritize staff work assignments, make resource allocation decisions and approve expenditures.
- Proactively engage and foster collaborative relationships with Council, community stakeholders and project partners to leverage land use planning controls and processes that will positively benefit the County and local municipalities.
- Act as a representative for the County at meetings with Ministry of Municipal Affairs & Housing (MMAH), Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA), etc.
- Act as an expert witness at Ontario Land Tribunal hearings.
- Other duties as assigned



## What you'll bring

- A post-secondary degree in Urban, Regional, or Land Use Planning or related field.
- Member of the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI)
- 5 years planning experience.
- Experience in interpreting and implementing the Ontario Provincial Planning Act, the Ontario Heritage Act, Provincial and Regional plans and policies, municipal official plan policies, zoning by-law, urban design and architectural guidelines and Heritage Conservation District plans.
- Experience in executing project objectives and supporting corporate initiatives with particular emphases in dealing directly with public sector stakeholders, decision-makers, and staff.
- Experience preparing business plans, performance indicators and operating and capital budgets.
- Proficient in Microsoft Office programs and ArcGIS.
- Ability to foster collaborative partnerships with Council, community stakeholders and professional organizations.
- Strong attention to detail, organizational abilities, and problem-solving skills.
- Valid Class G driver's license and access to reliable transportation required

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by May 22, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.