

Job Title: Planner - 18 Month

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 1854

Department: Planning and Development

Division: Development

Position Type: 18 Month Full Time Contract

Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours may be required.

Work Location: Administration Centre, Guelph - the County of Wellington is an employer that believes in providing service onsite.

Vacancies: 1

Application Deadline: 06/16/2025

BASIC FUNCTION

Reporting to the Manager of Planning and Environment or the Manager of Development Planning, the Planner is responsible for assisting the public and local municipalities in the processing of development proposals such as official plan amendments, subdivisions, condominiums, and consent applications. The Planner is also required to prepare reports on zoning by-laws or amendments, minor variances and site plan control applications. The Planner is also responsible for the provision of local planning services and preparing or assisting with special projects undertaken by the Department. The Planner is to provide advice and assistance to Councils, committees, and others with respect to land use planning and environmental policies.

PRINCIPAL RESPONSIBILITIES

- Prepare and present reports, with professional opinion recommendations on zoning by-law amendments, minor variances and site plan control.
- Prepare and present consent reports and appear at Land Division Committee meetings.
- Prepare reports with professional opinion recommendations on Official Plan Amendments, Subdivisions, Condominiums and Part Lot Control as may be required on occasion.
- Provide planning consulting services to local municipalities in Wellington County on various planning matters.
- Attend and make presentations to local councils and committees related to planning issues and trends.
- Responsible for the updating and maintaining local zoning by-laws.
- Interpret provincial policies, official plans and zoning by-laws.
- Prepare for and provide evidence at Ontario Land Tribunal (OLT) hearings when required.
- Other duties as assigned by senior management.

MINIMUM QUALIFICATIONS

- Four year university degree from a recognized planning programme or related discipline. Minimum three years of experience or equivalent, preferably in a municipal planning environment.
- Designated as a Registered Professional Planner (RPP) with the Ontario Professional Planners Institute (OPPI) in good standing, or eligible for such designation.
- Rural and small town planning experience an asset.
- Working knowledge and understanding of the Planning Act, related regulations and provincial planning policies.
- Proficiency with Microsoft Office applications as well as desktop mapping.
- Ability to provide professional representation at OLT hearings.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

Pay Range: \$97,424.60 - \$113,968.40 (2025 Non-Union Compensation Grid)

Benefits: Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

Pension: As a non-full-time (NFT) employee of an OMERS employer, you are eligible to elect to join the OMERS Pension Plan at any time. Enrollment in OMERS is voluntary.

Medical Responsibility Time: Prorated and accrues at 1 day/month.

Vacation: Accrues to start at three weeks/annum; increases based on length of service.

Parking: Provided; taxable benefit provisions apply.

Mileage: If applicable, as per CRA allowances.

The County of Wellington is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.