



JOB POSTING

Title	Planning Coordinator
Job Class	Full-Time
Wage	\$36.49 to \$43.44 per hour (under review)
Hours	35 hours per week
Reports To	Manager of Planning
Location	450 Sunset Drive, St. Thomas, Ontario
Status:	New position
Unionized	No

POSITION SUMMARY:

- The Planning Coordinator is responsible for providing administrative, coordination, technical, and zoning support to the Planning Division. This position manages statutory planning processes, coordinates development applications, performs zoning review, ensures compliance with legislative timelines, supports the Assistant Secretary-Treasurer role for the Committee of Adjustment, and provides exceptional customer service to the public, staff, and external agencies.

RESPONSIBILITIES:

- Coordinate, process, and track all development applications, including zoning by-law amendments, official plan amendments, site plan control, subdivisions, condominiums, consents, and minor variances, ensuring compliance with legislative requirements and timelines.
- Review and interpret zoning by-laws, the Provincial Policy Statement, Official Plans, and other planning documents and policies; perform zoning reviews for building permits, pool permits, and certificates, including calculations for setbacks, lot coverage, parking, and related standards.
- Act as Assistant Secretary-Treasurer for the Committee of Adjustment, including preparing notices and agendas, attending hearings, recording decisions, tracking appeals, and ensuring proper circulation and filing of documents.
- Coordinate and schedule pre-consultation, public, and inter-agency meetings; prepare agendas, reports, presentations, and minutes; and facilitate effective communication with applicants, the public, Council, and agencies.
- Provide professional customer service as the primary contact for planning and zoning inquiries, ensuring timely responses and regular updates to applicants.
- Maintain and update planning and zoning records, tracking systems, and GIS data; prepare status reports and performance metrics for management and Council.
- Assist with research, report writing, public notices, presentation materials, and policy or by-law updates; contribute to departmental projects, special studies, and public engagement initiatives.
- Conduct preliminary plan reviews, site inspections, and pre-submission consultations; liaise with County staff and other agencies to ensure alignment of policies and approvals.
- Assist with the preparation of development agreements, site plan agreements, and support Ontario Land Tribunal appeal processes.

QUALIFICATIONS:

- Post-secondary diploma or degree in Planning, Urban Studies, Geography, Public Administration, or a related discipline.
- Minimum of 2 years of relevant municipal or planning-related experience preferred.
- Certification/membership in Canadian Association of Certified Planning Technicians (CACPT), and/or Ontario Association of Committees of Adjustment & Consent Authorities (OACA) is considered an asset.
- Knowledge of the Ontario Planning Act and related legislation, regulations, and processes.
- Understanding of the relationship between upper-tier and lower-tier municipalities, including Official Plan conformity and approval authority roles.
- Understanding of technical terminology of various Provincial, Regional and Township plans and policies and the Ontario Planning Act and knowledge of statutory public notice requirements and procedures, development applications, planning documents.
- Working knowledge of applicable statutes, laws and regulations including the Planning Act, other regulatory framework and zoning principles and interpretation methodology, and familiarity with the Building Code.
- Ability to review and interpret zoning by-laws, the Provincial Policy Statement, Official Plans, and other planning documents and policies.
- Proficiency with Microsoft Office Suite; experience with GIS and planning-related software is an asset.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet statutory deadlines.
- Excellent customer service, organizational, written/verbal communication skills, and interpersonal skills to explain rules/procedures clearly to the public, ability to establish and maintain effective working relationships with senior levels of staff, elected officials, clients, consultants, etc. in a courteous and professional manner.
- Experience reading, interpreting and understanding plans, blueprints, surveys, by-laws, building construction drawings and subdivision and site plan agreements.
- Ability to identify, organize and coordinate a variety of job responsibilities with simultaneous deadlines.
- Ability to maintain confidentiality and manage sensitive files and information.
- Able to work independently as well as in a team environment.
- Demonstrated ability to work independently and be an outstanding member in a cohesive team environment.

WHAT WE OFFER

- Competitive wages
- Opportunities for professional development, training, and continued learning
- Increasing vacation entitlement with years of service
- Additional paid municipal holidays
- Flexible work arrangements, where operationally possible
- Opportunity to join OMERS pension plan
- Comprehensive benefits package including health, vision, prescription drugs, dental and paramedical coverage
- Company-paid life insurance and accidental death & dismemberment coverage
- Employee Assistance Program
- Employee appreciation events and milestone celebrations

- A supportive and collaborative workplace culture

APPLICATION INFORMATION

- Please apply for this opportunity directly through our website:
<https://municipalityofcentralelgin.applytojob.com/apply>
- The successful candidate will be required to complete a Criminal Record Check as a condition of employment.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

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. Questions respecting the collection of information should be directed to the CAO of The Corporation of the Municipality of Central Elgin.