

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Planner, Development and Community Improvement Infrastructure Services Department (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town of Orangeville is seeking a Development and Community Improvement Planner. Reporting to the Manager of Planning, this position processes a range of planning and development applications, contributes to planning policy and regulatory reviews, and co-ordinates the Town's Community Improvement Plan (CIP) programs.

Job Duties:

- Processing planning applications, including official plan/zoning by-law amendments, site plan approval, draft plan of condominium, part lot control exemption, residential demolition, holding symbol removal, and Committee of Adjustment applications. This includes managing file documentation and processes; ensuring submission requirements are met; co-ordinating consultation; evaluating proposals and supporting submission

materials, reconciling comments from departments, agencies, and the public; and preparing decision recommendations and approval documents.

- Evaluating development proposals and site plan drawings, architectural plans, urban design briefs, heritage studies, landscape plans, etc., in terms of quality urban design, accessible design concepts, principles of good site planning, and adherence to the Town's Official Plan, Zoning By-law, design guidelines and other standards, policies and procedures related to development.
- Administering the Town's Community Improvement Plan (CIP) and its incentive programs, which includes:
 - Representing matters related to the CIP and its incentive programs and initiatives through liaising with landowners, developers/applicants, consultants, Council, Town staff, etc.
 - leading advertising and promotional functions related to the CIP and available grant programs.
 - preparing and maintaining information guides, promotional documents, application materials, and website information updates.
 - Incentive program monitoring to assess effectiveness and guide recommendations and decisions for operations, eligibility and budgeting.
 - leading reviews and updates to the CIP, funding programs and related Town policies and procedures; and leading and supporting the CIP committee.
- Processing incentive program application review and approvals, which includes:
 - Communicating the CIP plan to stakeholders, including program information, eligibility criteria, timing of CIP funding and guidance from pre-consultation to approval award and project completion.
 - conducting pre-application submission consultation with proponents; and
 - reviewing submissions for completion and adherence to CIP program objectives and principles, and consistency with urban design guidelines.
- Managing and tracking CIP application processes and approvals, including grant payments, recipient performance of obligations, pre and post project completion inspections and documentations; and monitoring for adherence to budget allocations; and communicating status of applications with proponents, stakeholders, Town staff and Council as required.
- Providing and contributing to innovative planning and design solutions for proposed developments and incentive program proposals; and negotiating with stakeholders to resolve conflicts and achieve desirable planning outcomes.
- Other duties as assigned.

Qualifications:

- University Degree in Planning, Public Administration, or related discipline.
- Three (3) years of experience related to planning application submissions and/or approvals, preferably in a municipal environment.
- Previous experience with community improvement programs or similar economic development initiatives.
- Membership with the Ontario Professional Planners Institute and Canadian Institute of Planners (MCIP) would be an asset.

- Registered Professional Planner (RPP) designation would be an asset.
- Ability to review and critique site plans, architectural drawings, cost schedules and similar documentation related to planning approval and incentive programs.
- Strong verbal and written communication skills, and the ability to prioritize tasks and work productively and independently with minimal supervision.
- Knowledge of Microsoft Office, including SharePoint, Word, PowerPoint, and Excel, and understanding of GIS and web-based applications.
- Understanding of the Planning Act and the Municipal Act as they relate to Community Improvement Plan and planning approval legislation.
- Valid G driver's license.

The successful candidate will be required to complete a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$86,450.36 to \$101,650.67, Band 10 on the Town's 2025 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **Friday, August 1, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.