

The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity

Planner

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Planner."

Position Summary:

Reporting to the Manager of Growth and Development, the Planner assists in managing larger, highly complex planning assignments, processes applications in relation to the Planning Act and Condominium Act, reviews and interprets applicable legislation and policies of the Municipality in order to complete technical evaluation of a full range of development applications, and advises stakeholders on planning matters.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist in the management of complex development applications, including Official Plan and Zoning By-Law amendments, Plans of Subdivisions, Plans of Condominiums, and site plans.
- Supply planning advice and options to Municipal/County staff, Council, applicants, agents, planning consultants, organized bodies, the public, and other stakeholders as required.
- Develop and recommend strategic planning initiatives for the Building and Planning division, as well as other municipal departments.
- Undertake planning-related special projects and studies and assist in the development and implementation of planning policies and regulations including, but not limited to, Official Plan updates, Zoning By-Law updates, Development Charge background studies, Community Improvement Plans, and the Downtown Master Plan.
- Draft and evaluate Requests for Proposals (RFPs) to hire external consultants to undertake various policy planning related projects, including preparing project scope of work and/or terms of reference.
- Assist in the preparation of By-Laws and site plan, subdivision and severance agreements.
- Monitor trends and best practices within the planning field and changes with the Provincial Policy, and assist in the development of planning studies and reports in support of new policy directions, programs, and regulations in consultation with the Manager of Growth and Development.

- Create and update policies based on thorough research, professional experience and best practices, and provide supportable professional planning options and opinions on behalf of the Municipality.
- Identify, review, interpret, and communicate Provincial Policy changes and potential implications to the Municipality and its planning documents.
- Undertake duties as assigned for Long Range Planning and Housekeeping Amendments to the Municipal Zoning By-law.
- Provide support to Building Services on matters related to the interpretation and implementation of the Zoning By-Law and other Planning documents.
- Assist in the preparation of various departmental Council Reports and attend Council meetings as required
- Review and management of site plans for conformance with planning policies and regulations.
- Conduct research, and information and data gathering, as assigned.
- Assist in evaluating and summarizing comments from Municipal departments for planning applications and other land use proposals.
- Act as a Planning representative on special projects and land use planning studies.
- Complete zoning / work order letters.
- Work in a safe manner in accordance with the Occupational Health and Safety Act and applicable Regulations.
- Performs other related duties as assigned.

Qualifications:

- Post-secondary degree in Planning or related field, or an equivalent combination of education and experience
- Minimum 3 years' experience in Urban, Policy, or Land Use Planning
- Must possess a current membership in the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI), along with a Registered Professional Planner (RPP) designation
- Must demonstrate strong working knowledge of the Ontario Planning Act, and other related Acts, regulations, Provincial Policy and planning processes and best practices
- Technical knowledge of the Ontario Land Tribunal (OLT) and court rules of procedure
- Extensive experience in delivering complex development applications with minimal direction, while balancing political, community and other stakeholder interests
- Strong analytical skills and creative problem-solving skills to gather relevant information in order to solve unique planning problems with limited guidance
- Highly organized and detail-oriented, with the ability to manage multiple tasks and deadline
- Excellent interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, Council, contractors, and the general public
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), virtual meeting platforms, and Adobe Acrobat Professional, Illustrator, InDesign, and other image editing software
- Demonstrate high level of customer service and proficiency in conflict resolution
- Must have a valid class "G" Ontario driver's licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 5 – \$75,766.60 to \$94,712.80 per year (2025 rates)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing vacancy

Closing Date: August 21, 2025 @ 12:00 PM

Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.