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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Planner

Employment Type: Contract, Full Time (up to 18 months)

Location: Aurora, Ontario

Salary Range: \$93,491.95 to \$116,864.93

Closing Deadline: November 24, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Manager of Development Planning, the Planner will provide professional recommendations on a wide range of development planning applications.

Responsibilities

- Project management of assigned development planning applications, including but not limited to Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan Applications.
- Provides recommendation reports to Council and the Committee of Adjustment.
- Coordinates the drafting and registration of development agreements related to assigned development planning applications.
- Coordinate peer review for Natural Heritage Evaluations.
- Respond to public inquiries from all stakeholders related to development planning matters.
- Attend Community Information Meeting, Public Planning Meeting, Committee of the Whole, Council and Committee of Adjustment meetings as required.
- Perform other related duties as assigned by Manager.

Qualifications

- University Degree in Urban Planning and/or related discipline along with membership or have eligibility for membership with CIP and OPPI.
- Minimum of three (3) years of relevant professional planning experience preferably within a municipal environment.
- A member or have eligibility for membership with the Canadian Institute of Planners and Ontario Professional Planners Institute.
- Familiar with relevant legislation including Planning Act, Greenbelt Protection Act, Oak Ridges Moraine Protection Act, Lake Simcoe Protection Act, Conservation Authorities Act, Ontario Regulation 179/06, Appeal Tribunal process and Condominium Act.
- Emphasis on strong written, verbal communication and organizational skills.
- Understanding of stormwater management, ability to interpret documentation related to flooding, erosion and natural heritage features would be an asset.
- Excellent problem solving and conflict resolution skills.
- Strong customer service skills to respond to developers, consultants, contractors and the general public.
- Valid Class "G" driver's license in good standing and a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.