

Job Opportunity

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

Planning Technician **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 has a full-time opportunity available for the position of Planning Technician. This position provides technical and administrative support to the Planning Division. This position will also review and process planning applications and provide interpretative guidance with respect to the Town's Zoning By-law, as well as other planning policies and standards.

Job Duties:

- Reviews the following for adherence to the Town's Zoning By-law, approved site plans and other relevant planning documents:
 - building permit submissions for all residential, commercial, institutional and industrial building development/redevelopment;
 - curb cut/driveway widening applications;
 - business license applications;
 - sign permit applications; and
 - other planning applications.
- Provides commentary and interpretations to members of the public, external stakeholders and internal staff regarding the Town's Zoning By-law, planning application processes, and other planning documents.
- Conducts research of municipal property and planning records for preparing zoning and/or planning compliance letters for public, ministry, agency and/or municipal compliance requests and related processes.

- Reviews pre-submission consultation development concept plans and planning application submissions for compliance with the Zoning By-law;
- Coordinates the intake, review and decision-making process for planning application submissions, pursuant to Planning Act requirements, Town procedures and in accordance with the Official Plan and Zoning By-law. Planning applications include but are not limited to applications for site plan approval, residential demolition, holding symbol removals, part lot control exemption, minor variance and consent applications.
- Undertakes the review and processing of approvals for heritage permit and/or demolition proposals for properties on the Town's Municipal Heritage Register.
- Conducts site development inspections to determine compliance with approved site development plans and adherence to agreement obligations. This includes processing reductions and releases of securities related to fulfillment of development obligations.
- Conducts research and contributes to the preparation of municipally initiated planning projects, including planning studies, reviews, guidelines, policy development and amendments to the Official Plan and/or Zoning By-law.
- Completes office consolidations of the Official Plan and Zoning By-law by incorporating approved amendments and/or updates; Maintains and updates planning application forms and submission guide documents.
- Prepares approval documents, agreements, map schedules, drawings, charts and other visual information as required. Also assists with coordination and preparation of materials for Ontario Land Tribunal appeals and proceedings.
- Other duties as assigned.

Qualifications:

- College Diploma in Planning, Planning Technician, or other related equivalent technical field such as architecture or geography.
- Minimum (2) years of relevant experience in a planning support role working with municipal zoning by-laws and land development review, preferably in a municipal planning environment.
- Demonstrated working knowledge and understanding of municipal official plans and zoning by-laws, development standards, the Planning Act, Ontario Building Code Act, Provincial Policy Statement, Official Plan, Zoning By-laws.
- Certification and/or membership in the Ontario Professional Planners Institute (OPPI), Canadian Association of Certified Planning Technicians (CACPT) and/or Ontario Association of Committee of Adjustment & Consent Authorities (OACA) is considered an asset.
- Proficiency with Microsoft Office Suite, SharePoint, Windows based software and ArcGIS Pro; strong administrative, interpretive, analytical and research skills; good interpersonal, organizational, and public relations skills; and proficiency in mathematical and geometric calculations.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$62,109.50 to \$72,569.34, Band 7 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 **Tuesday, September 30, 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.