



Job Posting

Job Title:	Senior Planner
Department:	Planning and Development
Reports to:	Manager of Planning and Development
Rate of Pay:	\$106,187 - \$119,946 per year
Posting Date:	October 28, 2025
Posting Deadline:	November 14, 2025

Summary

The Town is seeking a strategic and experienced planning professional to join our team as a Senior Planner. This role is responsible for overseeing the delivery of high-quality planning services, including policy development, land use planning, and development control. The Senior Planner, under the direction of the Manager of Planning and Development, will provide expert recommendations to Council, manage the day-to-day workflow of development applications, and help oversee complex planning files to ensure alignment with legislative directions and municipal goals.

Key responsibilities include strategic engagement with developers, legal counsel, consultants, and stakeholders to ensure consistency with legislation, regulatory framework, and professional standards. This position provides oversight of the Committee of Adjustment, administers the Planning Act approval process for new development applications, and plays a pivotal role in shaping and executing departmental policies and procedures to support broader organizational goals.

Primary Duties and Responsibilities

1. Coordinate and administer the Planning Act approval process for site plan applications, consent and minor variance applications, zoning by-law amendment applications, official plan amendment applications, and draft plans of subdivision applications.
2. Oversee all aspects of the Committee of Adjustment, ensuring effective administration and decision-making.
3. Manage all functions related to the internal Site Plan Review Committee, including full administration of the Site Plan Approval function on behalf of the department.

4. Provide professional planning advice and recommendations on development applications, planning policy and related implementation and land use matters.
5. Ensure that relevant planning policy documents are up to date with changing legislation and provincial policy context.
6. Engage with LaSalle residents, developers, legal counsel, consultants, and community stakeholders to facilitate responsible growth and development under the Planning Act.
7. Foster collaborative relationships with developers, consultants, elected officials, Indigenous communities, and the public.
8. Help facilitate community consultations and public meetings to ensure inclusive and transparent planning processes.
9. Collaborate with other internal departments on development application matters and ongoing administration of policies, procedures and municipal by-laws.
10. Respond to public inquiries and concerns (received in-person, by email, phone, or at the front counter) to provide effective and informative customer service with professionalism and transparency.
11. Ensure compliance with all relevant legislation, regulations, and municipal standards.
12. Provide expert guidance on matters related to the Planning Act, Provincial Policy Statement, and other relevant legislation.
13. Prepare and present reports to Council, committees, and external agencies with clarity and strategic insight.
14. Help lead, facilitate and attend internal meetings as required.
15. Assist in the preparation of Ontario Land Tribunal documents as needed.
16. Provide mentorship to planning staff, fostering a culture of excellence and continuous improvement.
17. All other duties as assigned.

Qualifications

- A university degree in Urban and/or Regional Planning, Geography, or a closely related discipline.
- Registered Professional Planner (RPP) designation, or eligibility for full membership with the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).
- A minimum of five (5) years of progressive experience in land use planning and project management. Candidates must demonstrate comprehensive knowledge of the Planning Act and related legislation, with proven ability to navigate and apply these frameworks effectively.
- Strong knowledge of the development process, including stakeholder engagement.
- Proven capacity to manage multiple projects of varying complexity under tight deadlines, while maintaining high standards of quality and communication
- Exceptional written, communication, analytical, and organizational skills.
- Ability to work as part of an interdisciplinary team
- Ability to effectively communicate and coordinate with both internal departments and external agencies
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and working knowledge of Geographic Information Systems (GIS) software.
- Valid Class "G" driver's license

Qualifications Considered Assets

- Previous experience with land use planning in a municipal environment
- Familiarity with Ontario Land Tribunal (OLT) policies, procedures, and decision-making

Working Conditions

- Duties shall be performed both indoors and outdoors in all weather conditions
- Intermittent exposure to varying levels of heat and/or cold and dusty/dirty conditions
- Safety equipment as required (i.e. safety shoes, glasses/goggles, hearing protection, etc.)
- Manual dexterity to use a desktop computer, peripherals, etc.
- Periodic local and out-of-town travel required
- Operation of a motor vehicle

Hours of Work

- **Primary hours of work are Monday to Friday (35 hours), day shift**
- Attend after-hours Council meetings and events, as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, crouching, bending, kneeling, climbing, and sitting

Application Process

Interested candidates are invited to submit their application through the career portal by visiting:
<https://www.lasalle.ca/town-hall/careers/>

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.