



# Woolwich Township Job Posting

**Date:** February 2, 2026  
**Position:** Temporary Senior Planner  
**Positions Available:** One (1) Temporary Position

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services has an exciting opportunity and is seeking one (1) Temporary Senior Planner for up to nine (9) months due to a leave of absence.

## About the Opportunity:

This temporary position provides an opportunity for an experienced planner to assist the Township with the processing of complex development applications. The Senior Planner will carry out and administer short-term and certain long-range planning functions, and associated projects focused majority on large scale development applications.

This position offers flexible hours, ranging from three (3) to five (5) days per week, subject to operational needs and availability, and offers an hourly range of \$45.36 to \$56.02 per hour.

## Responsibilities:

- Interpret Provincial policies and local planning policies, zoning bylaws and guidelines.
- Process Official Plan Amendments, Zoning By-law Amendments, Part lot control, removal of holding, interim control by-laws and various requests requiring Council approval
- Provide planning interpretation and comments on all development approvals
- Liaise and consult with various departments, upper tier government and commenting agencies for various planning applications
- Prepare pre-consultation process notices, attend and prepare for public meetings and open houses, prepare and process various agreements, and develop by-laws for various Planning Act applications
- Process Subdivision applications including internal circulation; evaluating the application; preparing Township reports and conditions of draft approval; reviewing engineering and planning drawings/reports; preparation of the Subdivider's agreement; and, administering the application to registration
- Prepare/provide professional planning evidence to the LPAT on behalf of the Township
- Prepare other agreements including site plan/development agreements
- Other duties as assigned

## Qualifications, Knowledge, Skills and Work Requirements:

- University degree in Planning or a related discipline
- Current member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI), or in process of achieving designation
- Minimum seven (7) years' experience in municipal land use planning
- Demonstrated knowledge of Provincial legislation
- Knowledge of local government/municipal operations, office and administrative procedures
- Knowledge of planning theory and practice as defined by the Canadian Institute of Planners and Administrative Law
- Demonstrated knowledge of the Planning Act, other relevant Provincial legislation

- Demonstrated knowledge and ability to interpret and administer a variety of regulations, acts, agreements, policies and guidelines pertaining to planning practices
- Strong effective organizational, time management, scheduling, and technical review skills
- Strong interpersonal, communication, report writing, and public relations skills to interact with a wide variety of individuals and groups
- Strong problem-solving, negotiation skills, record keeping, and analytical skills
- Ability to work independently and in a team environment
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Basic knowledge of GIS
- Valid Class G Drivers License, licensed to drive in Ontario, with use of a vehicle

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) by **4:00 pm on February 16, 2026. Please quote job posting 2026-02.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace.

We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.