Employment Opportunity
Planning Assistant, Development Services
CUPE Local 1785-01
Rate: $34.75/HR

Reporting to the Manager of Planning the Planning Assistant provides planning-related administrative and technical support to Planning Services and is responsible for being the first point of contact for inquiries regarding land use planning matters.

The Planning Assistant will perform a variety of duties, including providing front-line customers. service to the public and administrative support in the coordination and maintenance of planning applications.

MAJOR RESPONSIBILITIES:

- Act as the primary contact for the public and internal inquiries pertaining to a range of policy and development matters. Provides support and assistance to the Planners with the coordination and administration of all forms of development applications, including but not limited to Official Plan and Zoning By-law amendment applications, minor variance, site plan approval, plans of subdivision and consent applications.
- Provides planning interpretation and direction to the general public, staff, consultants and Council related to the Township's Official Plan, Zoning By-law and other relevant legislation.
- Assists with planning research, data collection and preparation of background materials or reports.
- Attends meetings, prepares reports and maintains records.
- Assistant to the Secretary-Treasurer to the Committee of Adjustment.
- Assists with heritage-related matters under the direction of the Director of Development Services.
- Performs other duties as assigned.

QUALIFICATIONS:

- Recognized Degree or Diploma in Planning, Geography, or a Planning-related discipline (or equivalent combination of education and experience).
- 0 – 2 years' experience in the field of municipal Planning.
- Membership in the Ontario Professional Planners Institute (OPPI), and in the process of obtaining Registered Professional Planner (RPP) is considered an asset
- Valid Ontario G Drivers' License and access to a personal vehicle is required with a clean driver's abstract.

COMPETENCIES:
Knowledge

- Working knowledge of the Planning Act, the Ontario Building Code Act, municipal by-laws, policies and standards, as well as planning policy framework including the Provincial Planning Statement, Provincial Plans, Official Plans and zoning by-laws
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

- Experience with Building permit tracking software or planning application tracking software is an asset
- A working knowledge of GIS is considered an asset.

Abilities

- Understanding applicable law, policies, by-laws and regulations pertaining to the planning approvals and building permit process.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Strong research and analytical skills.
- Demonstrated integrity, accountability and a commitment to the delivery of high-quality service.
- Strong customer service expertise.
- Attention to detail and problem-solving skills.
- Strong organizational skills to meet deadlines and work under pressure.

Please submit a cover letter and resume sharing your interest and how you meet the qualifications of this position no later than 4:30 p.m. on April 22, 2026. Please address all applications to Valerie Ratchford, at resumes@scugog.ca.

NOTE: Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.