



## **Career Opportunity – Internal/External Posting**

### **Planner**

## **Strategic Initiatives and Municipal Design Services**

### **Position Summary:**

Reporting to the Manager of Planning Services, the Planner will provide opinions, interpretations and recommendations for the review and processing of planning applications, the development of planning policy and actively participate in the consideration of other municipal planning initiatives. This position will require in-depth knowledge and familiarity with relevant legislation and planning principles in the consideration of planning applications, proposals and planning initiatives. This position will require extensive interaction and communication with the public, Council, the Committee of Adjustment (COA), internal departments and external agencies. This position will provide recommendations for land use decisions as required by the Planning Act and other applicable provincial legislation.

### **Key Responsibilities:**

- Responsible for the acceptance and review of Planning Act applications, (including official plan and zoning by-law amendments, plans of subdivision and condominium, consents and variances, heritage reports and other applications as received) for accuracy and compliance with applicable legislation and policies.
- Responsible for coordinating internal department and external agency reviews and comments on Planning Act applications.
- Responsible for forming land use opinions, recommendations, reports and presentations based on accepted planning principles to Senior Leadership Team, Council, municipal staff, consultants, and the public for Planning Act applications and land use or planning matters.
- Responsible for review and analysis of site plan control applications.
- As a member of a team, responsible for providing the Planning Services Technicians and Planning Applications Supervisor with review and analysis of site plan control approval proposals and applications, including the provision of interpretation of applicable policies and regulations.
- Responsible for accepting, reviewing, conducting site visits, coordinating internal and external comments, forming land use opinions and providing recommendations, reports and presentations to the Committee of Adjustment (COA), consultants and the public, on land division and minor variance applications, including acting as a lead to Administrative Staff for the preparation of prescribed notices, agendas and information relevant to the applications.

- If assigned, serve as Secretary-Treasurer for the COA, overseeing meeting operations in accordance with the Municipal By-laws and legislation. The Secretary-Treasurer role is responsible for ensuring the Committee's procedural compliance, with support from Legislative Services.
- As a member of a team, provide guidance to Planning Technicians and Planning Applications Supervisor in the preparation of reports and presentations to the COA.
- Research and draft municipal policies within a strategic planning context relating to relevant planning issues, municipal projects and development proposals by coordinating with consultants and providing background research and internal feedback for long-range planning initiatives.
- Research, formulate planning opinions and provide input on municipal projects within a strategic planning context for implementation. Projects include strategic policy work (e.g., official plan updates, secondary plans, master plans, community improvement plans, and other projects assigned).
- Support the Manager in participation in regional and external agencies and bodies, including Independent Electricity System Operator, Inter-municipal Planning Consultation Committee and others as assigned.
- Liaise with GIS Technologist for the collection and analysis of municipal data, including land base inventory, and application tracking.
- Liaise with municipal departments and agencies and the public on planning proposals and planning matters, including municipal servicing and by-law enforcement.
- Provide timely response to general inquiries at the counter, via email and by phone and provide land use information through effective customer service and, where appropriate, maintain confidentiality.
- Attend and provide professional planning evidence at Ontario Land Tribunal Hearings on assigned planning proposals and projects.
- Maintain up-to-date land use planning knowledge through attendance at seminars and courses and through required reading.
- Inform, report and present to Council, Senior Leadership Team and municipal staff relevant information on proposed and emerging legislation enacted by upper-level government bodies and agencies.
- Draft and coordinate housekeeping amendments to official plan and zoning by-laws to ensure alignment with updated provincial policies and regulations.
- Lead the development and use of the internal Planning Services Compendium, including creation of the framework and review and approval of content aimed at improving consistency and clarity for standardized operating procedures and decision-making.
- Support the improvement of the digital file organization system and support ongoing departmental enhancements to Cloudpermit software.
- Responsible for updating content on the municipal planning website.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must have a university degree in Planning or a related field.
- Must be a registered member in good standing with the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) or working towards full membership.
- A minimum of four years' experience in a municipal or private environment working with official plans, zoning by-laws, and development proposals is an asset.
- Must be familiar with the Planning Act, Ontario Heritage Act, the Municipal Act and other provincial legislation and regulations, as well as relevant provincial guidelines including Minimum Distance Separation Formulae and D-6 Compatibility Guidelines.
- Experience at the Ontario Land Tribunal (OLT) is an asset.
- Experience presenting reports to a municipal Council and conducting and attending meetings of the Committee of Adjustment is an asset.
- Must demonstrate strong analytical, problem-solving and customer service skills.
- Must demonstrate effective organizational, time management and technical review skills.
- Must demonstrate effective written and verbal communication and interpersonal skills.
- Must be proficient in Windows computer applications, including Microsoft Office programs.
- Experience with GIS and design software is an asset.
- Must possess and maintain a valid Ontario Class 'G' driver's licence.

### **Hours of Work and Working Conditions:**

35 hours per week. Some overtime may be required. Travel and attendance to off-site properties for site inspections and evening meetings are required.

### **Employee Group:**

Non-union.

### **Salary Range:**

\$96,914.76 - \$113,379.22 (2026 Rates).

### **Closing Date:**

Applications must be received by 11:59 PM, Monday, August 3, 2026.

### **Reason for Vacancy:**

Existing position.

### **How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require

accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761