

Job Title: Planner - Policy

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 2513 - this recruitment is for a newly created position

Department: Planning and Development

Division: Policy and Technology

Position Type: Full Time Regular

Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours and location may be required.

Work Location: Administration Centre, Guelph; the County of Wellington is an employer that provides service onsite.

Vacancies: 1

Application Deadline: 08/07/2026

BASIC FUNCTION

Reporting to the Manager of Policy Planning, the Planner (Policy) is responsible for assisting with the formulation of planning policies related to the County's Official Plan and undertaking/assisting with special planning projects of interest to the County.

The Planner (Policy) conducts research and analysis to develop and monitor planning policies related to the County's Official Plan, which also includes best practices and provincial legislative changes. The Planner (Policy) is also responsible for preparing or assisting with a variety of projects undertaken by the County, area municipalities, the province and conservation authorities, including those related to climate change, sustainability and Indigenous affairs. The Planner (Policy) is to provide advice and assistance to Councils, committees, and others with respect to land use planning and environmental policies, including assistance with public engagement processes. On occasion, the Planner (Policy) is also required to prepare reports on planning applications.

PRINCIPAL RESPONSIBILITIES

- Assist with the formulation of local planning policies such as Official Plan and land use policies and ensuring the successful implementation of these policies.
- Assist local municipalities in Wellington County on planning matters.
- Attend and make presentations to local councils and to County/local committees related to planning issues and trends.
- Interpret provincial policies, official plans and zoning by-laws.
- Undertake research and data collection on topics of interest to the County.
- Prepare for and provide evidence at Ontario Land Tribunal (OLT) Hearings when required.
- Respond to policy inquiries from members of the public and agency staff.
- Prepare and present reports, with professional opinion recommendations on planning applications including severances, variances, site plans, zoning, subdivisions/condominiums, part lot control and official plan amendments, on occasion.
- Ability to meet deadlines and deal with frequent interruptions.
- Balancing natural resources/environmental issues with community needs.
- Ability to work well with the public and a variety of contacts to resolve concerns.
- Interpretation of complex legal documents.
- Other duties as assigned by the Manager of Policy Planning.

MINIMUM QUALIFICATIONS

- Four year university degree from a recognized planning programme or related discipline.
- Minimum three years of experience or equivalent, with policy experience.
- Designated as a Registered Professional Planner (RPP) with the Ontario Professional Planners Institute (OPPI) in good standing, or eligible for such designation.
- Rural and small town planning experience an asset.
- Working knowledge and understanding of the Planning Act, related regulations and provincial planning policies.
- Proficiency with Microsoft Office applications as well as desktop mapping.
- Ability to provide professional representation at OLT Hearings.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

Pay Range: \$100,354.80 - \$117,390.00 (2026 Non-Union Compensation Grid)

Benefits: Long Term Disability, Life Coverage, Accidental Death and Dismemberment, Critical Illness, Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

Pension: Ontario Municipal Employees Retirement System (OMERS); enrolment mandatory.

Medical Responsibility Time: Prorated and accrues at 0.5 days/month. Short Term Disability: 17 weeks coverage at 75% or 100% of pay, based on length of service.

Vacation: Accrues to start at three weeks/annum; increases based on length of service.

Parking: Provided; taxable benefit provisions apply.

Mileage: If applicable, as per CRA allowances.

The County of Wellington is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.