

Town of Caledon

make a difference



Job Title: Community Planner, Policy (Permanent Full-Time)

Closing Date: August 28, 2016

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

Reporting directly to the Manager, Policy & Sustainability, this role is responsible for independently managing planning policy projects, undertaking research and analysis, and preparing and presenting reports on behalf of the Department.

The Opportunity

- Conduct independent data collection, research and analysis on a range of planning issues related to the Town's Official Plan to ensure it conforms with the Planning Act, the Provincial Policy Statement, applicable provincial plans, and the Peel Region Official Plan
- Prepare and present reports with recommendations to Council related to both planning policy and development matters
- Present studies, policies and applications at Public Information Meetings
- Provide guidance and information to Town staff, Council, developers and citizens regarding Caledon's planning process, Official Plan policies and relevant regulations
- Review policy initiatives of other agencies to protect and advance the Town's interest
- Prepare evidence for the Ontario Municipal Board with minimal supervision and represent the Town of Caledon at substantive hearings on matters assigned by the Manager, Policy & Sustainability
- Represent the Department at meetings with Provincial, Regional, Municipal, and Conservation Authority staff, as well as Niagara Escarpment Commission hearings, Committee of Adjustment hearings, public meetings, Council meetings etc.
- Coordinate public consultation meetings pertaining to planning policy matters and present policy initiatives to interest groups, stakeholders and the public

The Ideal Candidate

Candidates for this position will have the following training, education and experience or equivalent:

- Post-secondary degree in Planning, or closely related field
- Membership or qualification for membership in the Canadian Institute of Planners



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- Minimum 5 years related experience in municipal planning, or a combination of municipal planning and research experience. Must have a demonstrated understanding of planning policy matters and development approval processes. Quantitative skills are an asset
- Excellent verbal and written communication skills with the ability to ensure suitable agreements, decisions are reached
- Organizational skills with considerable attention to detail to avoid errors and the ability to meet deadlines
- Superior interpersonal skills including the ability to work effectively in a team environment
- Demonstrated ability to make decisions involving broadly defined work, involving major functions
- Demonstrated ability to work independently, referring only major problems to supervisor
- Demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data
- Proven ability to make responsible purchases with approval, and within established guidelines
- Demonstrated analytical and problem solving skills involving occasional ingenuity, & refinement of procedures
- Computer proficiency in MS Office (Word, Excel, Outlook). Knowledge of GIS would be an asset
- Valid driver's licence with no more than 3 demerit points and daily access to a vehicle

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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