

Town of Caledon

make a difference



Job Title: Intermediate Planner, Development

Closing Date: Open until filled

The 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***.

The Opportunity

Reporting directly to the Manager, Development, this role is responsible for the processing and project management of a wide range of development applications, reviewing and providing a professional planning opinion and recommendation on development applications as well as acting as a resource for staff, Council, and the public regarding planning processes and policies. You will perform the following duties, including but not limited to:

- Manage development applications including, but not limited to, Zoning By-law Amendments, Site Plan Control applications, Part Lot Control applications, Committee of Adjustment (Minor Variance, Consent, Validation Certificate) applications, Niagara Escarpment Development Permit applications, and Telecommunication Tower applications.
- Act as a Lead Planner/Project Manager on development applications including, but not limited to, Zoning By-law Amendments, Site Plan Control applications, Part Lot Control applications, Committee of Adjustment (Minor Variance, Consent, Validation Certificate) applications, Niagara Escarpment Development Permit applications, and Telecommunication Tower applications.
- Liaison between the planning applicant/consultant and the various stakeholders involved in the application.
- Coordinate and chair regular update meetings with applicants, agencies, departments, and stakeholders.
- Perform the associated site inspections which may include agencies and stakeholders such as the applicant, Conservation Authority, Ministry of Natural Resources.
- Adhere to the Planning Act when managing development applications.
- Review and analyse the planning policy framework (Provincial Policy Statement, Provincial Plans, Regional Official Plan, Town of Caledon Official Plan, by-laws, guidelines, etc.) to determine a



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professional planning opinion, providing and communicating that opinion and recommendation (through reports and other means) to various stakeholders including the Manager, Committee and Council.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary degree in Planning or a closely related field. Our ideal candidate has a minimum of one year of land use planning experience. Membership in the Ontario Professional Planners Institute and Canadian Institute of Planners is an asset.

The ideal candidate will have demonstrated verbal and written communication skills with the ability to explain, clarify and persuade to gain approval. We are seeking an individual with superior computer proficiency in MS Office (Word, Excel, Outlook, Teams, PowerPoint), Adobe and knowledge of AMANDA, Bluebeam, Geocortex, eScribe, Laserfiche along with demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data.

The successful candidate for Intermediate Planner, Development will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 - \$106,743.45 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **filled**.*

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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