

Job Posting #: #2026-28
Job Title: Planner
 Department: Development Services
 Reports To: Manager, Planning Services
 Directly Supervises: None
 Status: Full Time Permanent
 Hours per Week: 35
Salary:
 Junior Planner: \$66,241.49 - \$80,508.89
 Intermediate Planner: \$73,221.37 - \$88,988.57
 Senior Planner: \$78,528.38 - \$95,449.28

Application Due Date: Until filled.

Position Summary

Reporting to the Manager of Planning Services, Meaford's Planners are responsible for review and processing of all Planning Act Applications submitted to the Municipality, as well as processing Heritage Permits and commenting on Niagara Escarpment Development Permit applications. Meaford's Planners provide professional Land Use Planning advice and aid municipal leadership, Council, and Committees in heritage and land use-planning related matters. Meaford's Planners are core members of the internal Development Review Team. Assisting and engaging the public is a core duty for Meaford's Planners through responses to individual inquiries and reviewing development proposals. Meaford's Planners are required to conduct research, develop policy, monitor upper-tier policy, and participate in process improvement with the Development Services team.

Role Specific Duties and Responsibilities

1. Conducts review and analysis of Development files using professional knowledge, policy review and application of legislation, procedures and standards.
2. As project manager for development files, coordinates internal and external circulations, provides development review feedback to developer to ensure timeline processing of applications.
3. Develops and presents a variety of Staff Reports to Council on Planning and Heritage applications, policies, new legislation, Planning projects and programs.
4. Attends meetings of Council, Committees, public meetings and Planning events and provides information at meetings and makes presentations on Planning matters.
5. Maintain information on development and heritage files, maps, policies and by-laws for the municipality's corporate record.
6. Monitors Planning- and Heritage-related legislation and policy changes and makes recommendations on implementation of those changes.

7. Undertakes policy projects, special studies and plans for the corporation from time to time (active transportation, urban design, parking plans), through collaboration among departments, external agencies and other stakeholders.
8. Works with municipal lawyer and consultants. Participates in development implementation with Infrastructure & Public Works Staff and Building Permit review.
9. On behalf of the municipality, participates in Ontario Land Tribunal processes and provides expert testimony in Land Use Planning when necessary.
10. Provides support to division in processing all planning application types, where required, to ensure timely processing.
11. The intensity and complexity of type and number of files required to be managed will increase accordingly for Planners, as the hierarchy escalates (i.e., lesser intensity and complexity for the Junior Planner and maximum intensity and complexity for the Senior Planner). File and project assignment will be managed responsibly by the Manager of Planning & Heritage, under the guidance of the Director.

General Duties and Accountabilities (All Municipal Roles)

1. Maintains a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Assist with maintenance of departmental information on the municipal website.
3. Must have excellent communication skills, collaboration, and negotiation, recognizing the value of working together to find solutions.
4. Comfortable with public speaking, presentations and demonstrates superior writing ability, using plain language.
5. Ability to meet deadlines, maintain organized files and projects, and good records management.
6. Provides quality and timely customer service, consistent with Municipal standards.
7. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
8. Perform other duties that may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- A valid Class G driver's license in good standing with a satisfactory driving record. Travel between municipal locations and site visits may be required.

Education, Skills and Experience

1. The following tables outlines the minimum education, skills, and experience applying to each the Junior, Intermediate, and Senior Planners.

Table 1: Junior Planner

• Education	A University Degree in Land Use Planning or equivalent education, preferably from a PSB accredited institution.
• Accreditation	Eligible candidate or candidate membership as a Registered Professional Planner with the Ontario Professional Planners Institute.
• Experience	One (1) year experience as a student or land use planner with experience in a municipal setting being considered an asset.

Table 2: Intermediate Planner

• Education	A University Degree in Land Use Planning or equivalent education, preferably from a PSB accredited institution.
• Accreditation	Candidate or full membership as a Registered Professional Planner with the Ontario Professional Planners Institute.
• Experience	Three (3) years' experience as a land use planner with experience in a municipal setting being considered an asset.

Table 3: Senior Planner

• Education	A University Degree in Land Use Planning or equivalent education, preferably from a PSB accredited institution.
• Accreditation	Full membership as a Registered Professional Planner with the Ontario Professional Planners Institute.
• Experience	Five (5) years' experience as a land use planner with experience in a municipal setting being considered an asset.

2. Working knowledge Ontario's Planning framework including the Planning Act, Provincial Policy Statement, Municipal Act, Development Charges Act, Environmental Protection Act, Official Plans, Zoning By-laws and other related legislation and tools.
3. Familiar with the general aspects of project management, construction and Planning sequencing and time frames to complete projects.
4. Thorough working knowledge of Microsoft 365 applications, and office equipment.
5. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.
6. Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting, computer usage and visual concentration. Working conditions are in a standard office environment with exposure to verbal criticism from the public. Job will involve some travel.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required. Option for flexible work arrangements such as flex time and work from home up to 1 day per week.

Contacts and Interactions

- Communicates regularly with other municipal staff, developers, government agencies, and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2026-28:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy

Act. For further information about this data collection, please contact jobs@meaford.ca.