



Town of Erin

Senior Planner

Business Unit: Planning & Development

Position Title: Senior Planner

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

THE OPPORTUNITY

Are you a planner with experience in project management leadership for a wide range of planning and policy issues, both in urban and rural contexts? Do you have a track record of working on a full range of duties to help facilitate long term sustainable growth patterns? Do you thrive in leading and supporting corporate strategic initiatives on planning matters? If so, consider a career with Planning and Development team at the Town of Erin as a Senior Planner.

MAJOR RESPONSIBILITIES

- Overseeing the advancement of development applications, including Official Plan Amendments, Zoning By-law Amendments, Site Plan Control applications, and Committee of Adjustment and Heritage permit applications;
- Preparing special studies related to long range planning initiatives such as Official Plan Review, secondary plans, community improvement plans, and Town policies including amendments to the Official Plan and Zoning by-law;
- Preparing planning reports and making recommendations to Council on development review matters, based on sound planning principles, including coordinating, circulating and evaluating of comments from internal departments, agencies, the public and Council;
- Attending public consultation meetings to present, respond to questions from Committee, Council, the public and other stakeholders;
- Advancing development proposals through the planning approval process by working closely with Town staff, external agencies, and applicants;
- Preparing, reviewing, and finalizing agreements (i.e., development, site plan, and subdivision) related to planning matters;
- Attending Ontario Land Tribunal (OLT) hearings and other hearings conducted under Provincial legislation on behalf of the Town;
- Preparing appeal records, affidavits, witness statements, and evidence with little to no supervision;

- Coordinating the review and analysis of planning and development proposals and applications and undertaking zoning compliance analysis for proposals and applications;

POSITION REQUIREMENTS

- 5-7 years of experience in land-use planning, ideally within a municipal setting;
- Full membership in the Ontario Professional Planning Institute (OPPI), Canadian Institute of Planners (CIP) and a Registered Professional Planner (RPP);
- Completion of a university degree in planning or a related field from a recognized university or equivalent;
- Comprehensive understanding of Zoning By-laws, Official Plans, the Planning Act, LPAT processes, and other relevant legislation and regulations, as well as local government functions and responsibilities;
- Sound understanding of municipal planning principles and practices, zoning by-laws, development process, heritage conservation and urban design and landscape concepts;
- Proven track record of successful project management, including coordinating and administering various development processes, managing and providing direction to external consultants, and providing excellent customer service to diverse client groups;
- Criminal record check

WORKING CONDITIONS AND ENVIRONMENT

- Flexible, hybrid work environment, including three days spent in-office and two days working from home;
- This position works 40 hours a week, 8:30pm-4:30pm, Monday to Friday, , however the incumbent may also work outside of regular business hours
- The salary range for this position is \$106,784.88 to \$124,291.23
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan

If you're passionate about joining our growing, innovative team, don't hesitate to apply! **We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until 4:00 pm on Friday, May 17th, 2024.** We'd love to hear from you!

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.