

**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: \$66,241.49 - \$80,508.89  
**Application Due Date: Until filled.**

### Position Summary

This position performs review, research, preparation, and implementation of planning, heritage, environmental and related policy development including special planning research projects, evaluation and commentary on development submissions and reports, and the preparation of materials for public committees and council meetings and the OLT; coordinates pre-consultation meetings and responds to staff and public inquiries; processes a range of planning applications, including Zoning, Consents, Minor Variance, Official Plan Amendments, as well as Heritage Permits; conducts zoning reviews for building permits; performs data reporting, collection, maintenance, and technical analysis; and gives presentations and reports to Council and various committees on planning and related matters.

### Role Specific Duties and Responsibilities

1. Conducts review, research, preparation and implementation of planning and related policy documents, overseeing special projects, as needed.
2. Participates in the coordination and review of planning/development applications, zoning and land enquiries, site plans and Committee of Adjustment applications.
3. Coordinates pre-consultation meetings with affected departments and agencies for planning applications; arranges statutory or other public meetings and open houses on planning and related proposals, as required.
4. Prepares appropriate documentation for public meetings, committees, council meetings and the OLT, as required; organizes and circulates statutory notices; completes all required paperwork and responds to comments and questions.
5. Participates in preparation and development of special projects, policy & research reports, studies, GIS mapping and provides input on annual budget, as required.
6. Participates as a team member on planning and environmental issues, data information management, and maintenance of the Records Management program related to opening planning files and updating records.
7. Assists with the preparation and maintenance of statistical database related to planning applications and activities.
8. Conducts planning related research, surveys and field work; provides

- analysis of data and assistance in the preparation of statistics, forecasts, etc.
9. Participates in monitoring of Subdivision, Condominium, Site Plan and other Agreements; tracking of the fulfillment of obligations, securities, insurance and certificates required under any agreement.
  10. Receives, evaluates and administers applications and permit issuance for heritage and sign permits, in accordance with the Heritage Conservation District Plan & Guidelines and Municipal Sign By-law.
  11. Keeps informed on demographic, social, economic, regulatory and relevant policy conditions by researching and networking with other professionals.
  12. Provides land use planning advice to the internal staff, Council and various committees.
  13. Conducts Zoning reviews for Building Permit applications, Development Reviews and planning inquiries where appropriate.

#### General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain 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. 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.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

#### Required Certifications and/or Health and Safety Requirements

- Valid Class G Driver's License, in good standing and reliable vehicle to use on corporate business.

#### Education, Skills and Experience

1. Degree in planning, environmental science or related discipline and eligible for membership in Canadian Institute of Planners.
2. One year of planning experience preferably in a municipal environment.
3. Understanding of land use planning and environmental techniques, applications and processes; applicable legislation/acts/regulations, local and provincial government functions/responsibilities and associated agencies as they relate to the planning and environmental processes.
4. Knowledge of community involvement techniques and facilitation experience is desirable.
5. Proficiency in Microsoft 365 and statistical database applications.

6. Excellent communication (written, oral and interpersonal); technical research methodology, organizational, analytical, report-writing, problem-solving, time management, database management, interpersonal, negotiation and conflict resolution skills.

#### 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.

#### Contacts and Interactions

- Communicates regularly with with municipal staff, developers, government agencies, Solicitors and the general 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](mailto: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](mailto:jobs@meaford.ca).