

*As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

Reporting to the Manager of Planning, the primary focus of this position is responsible for providing planning expertise in land use planning and assist the Manager of Planning and General Manager of Development Services with all statutory planning activity and policy development, prepare reports related to development applications, answer planning and development enquiries, assist in the maintenance of records and planning-related information. Additionally, the position acts as Secretary Treasurer to the Committee of Adjustment and receives, reviews and circulates Committee of Adjustment applications, schedules meetings, notifies required individuals and agencies and issues certificates including registration of new lots, easements, long term leases, etc; processes, reviews, and authorizes Validation of Title and Foreclosure/Power of Sale applications; maintains and administers the Commissioner of Oaths for Town business all in accordance with regulations of the Planning Act. This position is responsible for maintaining records pertaining to the decisions of the Committee of Adjustment regarding minor variances and severances, the fulfillment of conditions of approval, review of legal documentation and final stamping of deeds. As the successful candidate you will also prepare presentations for Committee of Adjustment Hearings and present staff reports at public meetings, coordinate and consult with Town staff, agencies, developers, consultants, and members of the public for various planning applications. Liaise with Committee Chair on terms of reference, annual workplan, meeting format, training, and ensure all Committee members are aware of related corporate policies and follow these throughout the course of their work on the Committee. Prepare and manage Committee budget, including expenditures, according to corporate guidelines and maintains and updates all records of the Committee of Adjustment in accordance with applicable legislation and/or municipal policy.

In addition, you will prepare Planning Recommendation Reports for Council, Committee of the Whole Council and Committee of Adjustment, assess development proposals and address policy issues; act as project manager for policy and land use planning projects; prepare records and notices required by and following the legislative requirements of the Provincial Planning Act; review and analyze all types of development proposals (applications, supporting documentation and reports); prepare general correspondence relating to planning applications and development enquiries; prepare Official Plan and Zoning By-law Amendment documents, coordinate the preparation and facilitates the negotiation of Subdivision, Site Plan, Condominium and other related Development Agreements.

Preferred candidate will hold a University degree in Urban Planning or related discipline, membership or qualification for membership in the Canadian Institute of Planners (CIP)/Ontario Professional Planners Institute (OPPI), Registered Professional Planner (RPP) designation, and at least 1-3 years of experience in a planning environment. The candidate will have demonstrated experience in land-use and policy planning in an urban growth environment, and excellent interpersonal, project/time management, conceptual, analytical, research, report-writing, and presentation skills. The candidate must demonstrate a thorough working knowledge of the Planning Act, Places to Grow Act, the Greenbelt Plan & ORM Legislation, other relevant legislation/ regulations/guidelines and policy initiatives, urban planning principles and practices, and OLT processes. The candidate should have a strong independent work ethic, excellent teamwork abilities, demonstrated proficiency in MS Word, Excel, PowerPoint and website software, and advanced knowledge of ArcView GIS computer mapping. Valid Class "G" driver's license and use of personal vehicle are essential.

**Salary Range: Band 6: \$73,619 - \$86,614**

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is November 20, 2022**

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.