



EMPLOYMENT OPPORTUNITY

The Town of Pelham Community Planning and Development Department is now accepting applications for the following position:

Policy Planner

Reporting to the Director of Community Planning and Development, the Policy Planner is responsible for a wide range of planning policy initiatives including research, analyzing and making recommendations on long-range plans and special studies; responding to planning policy initiatives at the Town, Regional and Provincial levels; research and analysis of legislative initiatives, changes and regulations; assist in project management, formulation and implementation of long-range plans and other planning policy matters; acting as a resource to staff, Council and the public with regard to planning processes and the Town Official Plan policies and Zoning provisions.

Duties Include:

- Undertake policy review, analysis and updates to the Town Official Plan and Comprehensive Zoning By-law
- Coordinate and project manage planning policy initiatives and special projects on a variety of policy planning matters including natural heritage matters, rural and agricultural matters, cultural heritage matters, urban land uses policies, infrastructure and sustainability matters
- Undertake research on planning issues and prepare planning reports
- Assist the Director in the review of policy oriented documents at the Provincial, Regional and local level
- Attend and present planning reports to Council, Committee of the Whole and at Public Meetings
- Present expert testimony at Ontario Land Tribunal hearings
- Represent the department on planning interests of the Town
- Provide customer-focused services, including answering public inquiries and liaising with Town departments, Regional departments and agencies.
- Coordinate and deliver public consultation programs using a variety of engagement methods and techniques

The successful candidate will possess the following:

- University degree in Planning, Urban Studies, or related field

- Membership in the Ontario Professional Planners Institute and Canadian Institute of Planners
- 5 years of relevant professional planning experience

Salary: \$63,438 – \$84,846 (35 hours per week)

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at hr@pelham.ca by **4:30pm on September 27, 2021.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive and barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.