



Georgian Bluffs

Community Planner

Permanent – Full Time

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers a second to none quality of life, with all the amenities and facilities of a larger urban centre in nearby Owen Sound, yet the peace, quiet, and environment of a rural location, the Township offers both convenience and nature. We provide a flexible and supportive working environment amongst a small and dedicated team.

What we are looking for:

A dynamic individual to join our Development and Infrastructure Department as the Community Planner. The Community Planner will be responsible for processing various applications under the *Ontario Planning Act* and *Condominium Act*, both short-term (minor variances, consents, and site plans) and more in-depth applications. This role involves assisting with planning studies, economic development and growth initiatives, and providing advice on planning matters.

The Community Planner collaborates with other divisions within the Township including Building, Bylaw, Clerks, Infrastructure (Engineering), and Operations, and engages with external agencies and stakeholders. The Community Planner represents Georgian Bluffs in various land-use planning forums and contributes to maintaining high ethical standards and positive public perception of the Township's planning activities.

This role may be for you:

If you enjoy working with small teams dedicated to public service, and where you will be met with new challenges each day. If you enjoy living and working in a small and close-knit community and value public service delivery, we want to hear from you.

The successful candidate will have:

- 1) Undergraduate Degree, four (4) years in Planning or equivalent education.
- 2) Minimum of three (3) to four (4) years related professional experience, preferably in a municipal land-use planning environment.



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- 3) Valid Ontario Driver's License (Class G).
- 4) Membership, or eligibility for membership, in the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP).
- 5) Designation of "Registered Professional Planner" (RPP). If not possessed, obtaining "RPP" credentials within a specified period will be required.

Additional Skills/Competencies/Requirements:

- Demonstrated understanding of Zoning By-laws, Official Plans, the *Ontario Planning Act*, tribunal processes, and other relevant legislation and regulations.
- Knowledge of municipal planning principles and practices, development processes, heritage conservation, and urban design.
- Proven ability to coordinate projects, development processes, and provide excellent customer service to diverse client groups.
- Excellent report writing and presentation preparation skills.
- Thorough working knowledge of Microsoft 365 and experience using eScribe, Keystone, CloudPermit, and GIS systems would all be an asset.
- Demonstrated tact and discretion in handling matters of a confidential or politically sensitive nature, while maintaining confidentiality.
- Strong understanding of and commitment to positive public relations and customer service skills.
- Strong skills in communication (written, oral and interpersonal), organizational, public relations, project, and time management.
- Ability to multi-task, work with interruptions, and display common sense and patience.
- You will promote and foster a good working environment and lead with a mindset of diversity, equity, and inclusion.

The Township provides flexible workplace arrangements including hybrid work options. The Township offers full-time staff a comprehensive benefit package with paid vacation and



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personal leave days; Employee & Family Assistance Program; plus, a defined benefits pension (OMERS pension).

This is a permanent full-time position working 35 hours per week, with a 30-minute unpaid meal break. The current salary range is \$70,816.20 to \$88,524.80. Georgian Bluffs is undertaking a compensation review in 2025 which may affect the above noted salary ranges.

If Georgian Bluffs is the place, you feel you can be asset, we strongly encourage you to apply. Interested candidates are asked to submit, in confidence to the undersigned, a resume and cover letter no later than 4:00 PM on May 15, 2025. Job Posting #2025-10.

Human Resources

hr@georgianbluffs.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act* only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.