

Cobourg is known for its prime location on the lakeshore between Toronto and Kingston. It's a short drive from urban centres where, in a spacious, small-town setting, you can enjoy unique architectural landmarks and great shopping, dining, galleries and theatre, a spectacular white sand beach, and a beautiful waterfront. The Town of Cobourg is a great community to build a career. We foster a culture of collaboration and teamwork and provide many opportunities for our employees to learn, develop and thrive. We value diversity in our workforce and focus on attracting and retaining staff who can work together to meet the needs of our great community.

The Town of Cobourg is currently seeking Full-time permanent and temporary **Planners** in the Planning Department.

Responsible for assisting the Planning and Building Departments with all aspects of land use, planning and development and cultural heritage planning functions and services.

There are two separate areas of focus and responsibility. Incumbents will have a focus on either the Heritage or the Development portfolio.

The Planner who specializes in Development will be responsible for the coordination of the Subdivision, Site Plan Control and Committee of Adjustment approval processes, and providing land use planning advice, opinions and relevant reports and memoranda to Council, Committees of Council, the public, agencies and other stakeholders.

The Planner who specializes in Heritage will be responsible for the coordination of the Heritage Permit approval processes, and providing land use and cultural heritage planning advice, opinions and interpretations on relevant legislation and preparing reports and memoranda to Council, the public, agencies and other stakeholders.

Common duties of the position includes:

- Assist with all aspects of the administration of the Corporation's land use planning, development and/or cultural heritage planning programs, including assisting with such matters as: the processing and review of various development applications, including Official Plan and Zoning By-law Amendments, Subdivision and Site Plan proposals and Heritage Permits; research and interpretation of applicable local and provincial policies and regulations; the preparation of reports, memoranda and other technical documents; and, the presentation of planning recommendations and opinions to the Planning & Development Advisory Committee, Cobourg Heritage Advisory Committee (and other municipal advisory committees, where required), Development Review Team, Committee of the Whole, and Municipal Council.
- Respond to daily public written and verbal inquiries for planning, development and/or cultural heritage information.
- Ensure the availability of updated planning and cultural heritage documents for users.
- Update and maintain digital records and summaries of development applications. • Assists on special projects
- Perform such other related duties as may be assigned.
- Attend meetings of Cobourg Municipal Council, Development Review Team (DRT), Planning & Development Advisory Committee, Committee of Adjustment, Cobourg Heritage Advisory Committee, Accessibility Advisory Committee, and other municipal Committees and external agencies as required.



Job Posting 24-49

Planner(s)

- Hours of work shall be 35 hours a week as outlined in the Collective Agreement. Attendance at meetings after normal working hours may be required.

The successful candidate will possess a University degree in Planning or a degree in a related field with a minimum of two (2) years of planning experience, preferably in a municipal planning environment.

The successful candidate will be eligible for membership in the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP) and demonstrated research skills and a proficient understanding of the Ontario Planning and Heritage Acts, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe and Accessibility for Ontarians with Disabilities Act (A.O.D.A.).

Excellent interpersonal skills and customer service skills. The successful candidate will have strong communication skills (written, oral and interpersonal) including report-writing, policy development skills and presentation/facilitation skills. An excellent working knowledge of Microsoft Office, SharePoint, GIS, Cloud Permit, CityWorks/PLL, and other software application systems is required. The individual will also have the ability to set priorities and meet deadlines under pressure.

The successful candidate must possess a Class “G” driver’s license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver’s abstract and a current acceptable vulnerable sector check.

What we offer:

- Hybrid working model
- Potential for compressed work week
- Reimbursement of OPPI membership fees
- RPP mentorship opportunities for advancement within the organization

Wage:

The wage scale for Planner I is Grade 7 – Inside worker: \$30.48 - \$38.11

The wage scale for Planner II is Grade 9 – Inside worker: \$33.00 - \$41.24

The wage scale for an Intermediate Planner is Grade 10 – Inside worker: \$34.25-\$42.81

****Qualifications and experience will be assessed to determine placement on the appropriate Planner level salary grid.***

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.