



Job Posting 26-04

Principal Planner – Development Review

The Town of Cobourg Planning Department is currently recruiting for a Principal Planner with a focus on Development Review.

Reporting to the Manager of Planning – Development Review, the Principal Planner will ensure compliance with the Ontario Planning Act. The Principal Planner will supervise, mentor and provide support to a team of professional staff with a core emphasis on the review of planning applications and also act in the role of Manager – Development Review in their absence. The planner will administer complex and advanced planning activities, including serving as project lead for complex development applications. The role is responsible for the delivery of planning, development review and related projects in accordance with Provincial Policy including The Planning Act, Provincial Planning Statement (PPS, 2024), Ontario Heritage Act, and other relevant legislation.

The Principal Planner provides senior level and advanced professional assistance to staff, external agencies, members of Council, landowners and consultants for the development industry, and the public in areas of development review expertise. This position will support the management of Planners (Intermediate, I and II), in recruitment, training and development, performance management, disciplinary action, and other human resource matters.

The successful candidate will possess a university degree in Planning or similar discipline with a focus on land use, development and community planning.

The successful candidate with either have the professional designation of Registered Professional Planner (RPP) or be eligible to obtain the designation. In addition, the successful candidate will also possess a minimum of four (4) years' professional and technical experience processing complex development applications. Municipal planning experience is considered an asset. Heritage planning experience considered an asset.

The individual will also have proven communication skills, both verbal and written, including experience with report-writing, presentation/facilitation, and problem solving. The successful candidate will have a highly developed sense of discretion, judgment, and political acumen to deal with sensitive and confidential issues. Well-developed planning and organizational skills are required.

The successful candidate will have excellent working knowledge of software application systems including Microsoft Office. Knowledge and experience with Geographic Information Systems would be an asset.

The individual will possess leadership skills, be a team player and build effective relationships with municipal Council, staff, stakeholders and the public. Mentorship/supervisory/management experience in municipal land use and development would be considered an asset.

The successful candidate will also possess knowledge and experience in land use planning, policy formulation & analysis, demographics, growth management, urban & landscape design, sustainability, cultural heritage, planning law, project & strategic management, and development industry best practices. In addition will also have thorough knowledge of the Municipal Act, Planning Act, Provincial Plans & Policies, Official/Secondary Plans and Zoning By-laws.



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Hours of Work:

The normal hours of work shall be 35 hours a week and may be scheduled between 8:30 am to 4:30 pm, Monday to Friday. Attendance at meetings after normal working hours is required.

WAGE:

The wage scale for the Principal Planner is Grade 7 of the Non-Union salary scale \$96,541 - \$112,934.71.

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 no later than **March 4, 2026 at 4:00PM.** 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.