



100 John West Way  
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Aurora, Ontario  
L4G 6J1  
Phone: 905-727-3123  
[www.aurora.ca](http://www.aurora.ca)

TOWN OF AURORA

## EMPLOYMENT OPPORTUNITIES

Division of Human Resources

# Planner

## Permanent, Full-Time

### \$77,209 to \$94,757 per year

Reporting to the Manager of Development Planning, the Planner will provide professional input and recommendations on a wide range of Land Use and Development Planning Applications and initiatives which contribute to the physical development and implementing the goals and objectives of the Town. With a strong focus on Heritage planning, the incumbent will be the liaison for the Heritage Advisory Committee and will lead municipal heritage initiatives, including the coordination of special projects and events, such as Doors Open Aurora and the Heritage Awards, inspiring Heritage rehabilitation initiatives and promoting attendance at community information sessions and events. The Planner is also responsible for comprehensive file management, analysis and review of Development Planning Applications, including Official Plan, Zoning, Plan of Subdivision, Condominium, Site Plan Applications and preparing reports to the Committee of Adjustment on Minor Variance and Consent Applications. You will be responsible for interpreting planning documents including Official Plans, conducting background research, and preparing Planning Reports, Subdivision, Condominium, Site Plan and other related Legal Agreements, Official Plan and Zoning Bylaw Amendment documents and other planning related correspondence for file accountability. You will also provide information and guidance to developers, investors and general public in support of a broad range of planning and land use related matters, including pre-consultation on Planning Applications, maintain up-to-date information records with respect to Planning and Development Applications and attend General Committee, Council and Committee of Adjustment meetings and present reports as required.

To be considered for this position, you must have a degree in Urban Planning and/or related Planning discipline and a minimum of two (2) years of relevant professional planning experience with a focus on Heritage planning, preferably at a municipal level. You are a member or have eligibility for membership in the Canadian Institute of Planners and Ontario Professional Planners Institute along with a thorough knowledge of the Ontario Planning Act regulations and procedures, the Heritage Act, the Provincial Policy Statement, Ontario Municipal Board processes, Condominium Act and other related legislation. You must have excellent analytical, organizational, investigative, research/report writing and problem solving skills and the ability to deal courteously and effectively with developers, consultants, contractors and the general public. You must hold a valid Class "G" driver's license and a reliable vehicle to use on Town business.

### Police Criminal Record Check

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by end of day on **June 13, 2019** quoting reference number **19-40**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.

Posting Date: May 30, 2019