



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunities

Corporate Services

Division of Human Resources

Planner

Permanent, Full-Time

\$86,395.13 to \$107,993.91 annually

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 while implementing the goals and objectives of the Town. 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 the 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 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, Appeal Tribunal 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.

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 at the applicants own cost. Additionally, all Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

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 by **February 7, 2023** quoting the job title and reference number **23-13**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

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 Human Resources Division at 905-727-3123.

Posted January 17, 2023