



COMMUNITY PLANNER

This is an opportunity for a progressive, hardworking professional to make their mark on a growing community in Ontario's Celtic Heartland. Reporting to the General Manager of Planning, Building and Enforcement, the Community Planner is responsible for assisting the GM, dealing with public inquiries, receiving and processing land use planning applications, conducting site visits, preparing background research, draft planning reports, draft by-laws and draft presentations.

The ideal candidate will have the following experience and preferred qualifications:

1. Post-Secondary Degree in Land Use Planning, Urban Planning or Environmental Science or other related post-secondary education, preferred.
2. Preferred minimum of two (2) years of experience and extensive knowledge with land use planning procedures and processes, the Ontario Planning Act and the Provincial Policy Statement; experience in a municipal setting is considered an asset. Recent graduates may be considered. New graduates with relevant experience may be considered.
3. Membership or eligibility of a full membership in the Ontario Professional Planners' Institute.
4. Knowledge of planning principles, an understanding of land development, municipal policies, development approval processes and geographic information systems (GIS).
5. Excellent oral and written communication skills, analytical, problem solving, report writing and organization skills with the ability to shift priorities and work independently.
6. Ability to interpret and apply the policies and regulations contained in Provincial legislation, the Provincial Policy Statement, the Planning Act, the County Official Plan and the Zoning By-law. Possess strong computer skills and proficiency in Windows based software including Word and Excel and a variety of permit and file management software is required.
7. Proficiency in both the French and English language is considered an asset.
8. Maintain a valid Ontario Class G Driver's Licence.

Salary Range based on the current Non-Union Salary Grid Level 3 \$72,358 - \$85,127

Qualified and interested candidates are invited to submit their cover letter and resume in PDF format via email to: Cyndi DeVries Human Resources Advisor cdevries@southglengarry.com no later than **Monday April 20, 2026 4:00pm**.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection. Accommodation for people with disabilities is available for all parts of the recruitment and selection process. Applicants need to make their required accommodation known in advance to the HR Advisor or a designate.