



## Planner I Competition #2023-07

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of around 16,000. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, and surrounding areas.

**Overview:** We are looking for a Planner I to join our team! Reporting to the Manager of Planning, you will be responsible for zoning review of building permits and minor pre-consultations with members of the public or agents to determine conformity with Township Zoning By-Law and Official Plan. The Planner I will correspond frequently with members of the public, contractors, agencies, etc., regarding general inquiries related to the Township's planning policies.

### **Duties include but are not limited to:**

- Review submitted building permits for conformity to the Township's Zoning By-Law.
- Participate in pre-consultations with members of the public/agencies regarding permit applications.
- Assist with report writing, where required, and circulations. Answer email and telephone inquiries, as needed.
- Assist with Council-directed projects and attend Planning Council meetings, as applicable.
- Review policies and legislation to ensure Township documents conform.

### **Knowledge/experience:**

- Valid Class G Drivers Licence for travel throughout the Township.
- College diploma (2-year program) **or** a university degree in: Planning, Geography, Environmental Science, Engineering or Business/Public Administration **or** equivalent years of experience in a land use planning related position.
- Planning or related experience in the public or private sector would be considered an asset.
- Proficient with Microsoft Office Suite.
- Professionalism and demonstrated time management skills.

**Wage rate:** \$31.22 to \$34.10 per hour, based on a 35-hour workweek, Monday to Friday.

The Township of Georgian Bay offers a competitive benefits and pension package, as well as 3-weeks of paid vacation to begin, with increases each year. Our Flexible Work policy allows for a hybrid work schedule or compressed workweek option.

*This is a unionized position with OPSEU Local 328.*

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 31<sup>st</sup>, 2023**, to the Human Resources Department by **email** [jobs@gbtownship.ca](mailto:jobs@gbtownship.ca)

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.