



The Corporation of the Township of Brock
1 Cameron Street E., P.O. Box 10 Cannington, ON L0E 1E0 (705) 432-2355

REQUIRES THE SERVICES OF A FULL -TIME TOWNSHIP PLANNER

The Corporation of the Township of Brock, with a population of 12,000 and growing, is primarily a rural municipality situated on the east shore of Lake Simcoe and is home to three urban centres (Beaverton, Cannington, Sunderland), hamlets, rural, and shoreline residential areas. Reporting to the CAO/Municipal Clerk, the Township Planner will co-ordinate and review development applications and upcoming policy initiatives as well as assist with the implementation of economic development initiatives identified by Council. Specifically, the successful candidate will:

- Review and respond to public inquiries (Official Plan, Zoning, Severances, etc.)
- Prepare and circulate applications/notices for Subdivision, Official Plan & Zoning By-law amendments
- Review and prepare recommendations on submitted Official Plan and Zoning By-law amendment applications
- Prepare suitable by-laws for adoption by Council
- Act as the Secretary-Treasurer of the Committee of Adjustment and co-ordinate circulation of applications
- Review applications for site plan approval, formulate conditions of approval, and prepare site plan agreements
- Review plans of subdivision/condominium, prepare conditions of approval, and administer completion of subdivision agreements;
- Review Provincial and Regional policy documents and prepare reports to Planning Committee
- Co-ordinate and review applications submitted for funding through the Community Improvement Plan
- Provide staff support to the Economic Development Committee and assist with the implementation of project deliverables as well as the staff liaison with the Regional Planning & Economic Development department
- Perform other duties as assigned

The ideal candidate will have the following qualifications:

- University degree in Urban/Regional planning or related equivalent (Geography, Environmental Studies)
- Working knowledge of the Planning Act and Regional & Provincial policies applicable to the municipality
- Eligibility for membership with the Ontario Professional Planners Institute (OPPI)
- Excellent communication, organizational, analytical, problem solving, leadership, time management, and strategic planning skills
- Proficiency with computer systems and social media applications
- The ability to work flexible hours which will include evenings
- A valid Ontario Driver's licence (Class G) with a clean abstract and the use of a personal vehicle

The Township of Brock is prepared to offer the ideal candidate a competitive salary, commensurate with experience and qualifications. Interested applicants are invited to submit a covering letter and resume addressing how the qualifications are met, marked confidential, by no later than 4:30 p.m. on **Monday, December 17, 2018**.

Thomas G. Gettinby, MA, MCIP, RPP, CMO
CAO/Municipal Clerk
brock@townshipofbrock.ca

The Township of Brock is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the Clerk's department in advance and we will make every effort to provide appropriate assistance pursuant to the Employment Accommodation Policy. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.