



**The Corporation of the
Township of Algonquin Highlands**
requires a
Planner

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, Health and Wellness opportunities and enrollment in the OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

The Township of Algonquin Highlands is seeking applications from qualified individuals for the permanent position of Planner.

Reporting to the CAO, the Planner is responsible for processing and management of development related applications submitted under the Planning Act, including the review and analysis of land development proposals, the research and preparation of reports for consideration by Council and the Committee of Adjustment; interpretation and analysis of provincial, Council and local Planning documents and policies; responding to requests for Planning information and providing general operational support to the Building/By-Law Department. As the key liaison for planning matters, the Planner ensures streamlined practices while fostering excellence in customer service.

The preferred candidate will possess the following qualifications:

- A Bachelor's Degree in Land Use Planning or an Honours Degree in a Planning related program. Eligibility for or Membership in the Canadian Institute of Planners (CIP) is required; however, Full membership is preferred.
- Registered Professional Planner (RPP) designation is preferred.
- Minimum of three (3) years relevant professional planning experience in the municipal sector and/or private consulting environment.
- Thorough knowledge of Ontario Planning Act regulations and procedures, the Provincial Policy Statement and other related legislation and guidelines.
- Thorough knowledge of and demonstrated experience in municipal planning procedures and land development application procedures.
- Proficiency and experience with Microsoft Suite, Familiarity with ArcGIS and AutoCAD.
- A demonstrated ability to monitor and work within approved financial budgets.
- Ability to work independently as well as in a team environment.
- Excellent organizational, analytical, investigative, problem-solving, report-writing, communication, presentation and public speaking skills.
- Possess a valid "G" Driver's Licence for the Province of Ontario. A Clean Drivers Abstract is required.

- Politically astute, committed to customer service excellence, with a firm knowledge of best practices in the municipal planning field.

Salary Range: \$53.26 - \$59.95/hour (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

Artificial intelligence (AI) is not used to screen, assess or select applicants.

We thank all applicants; however, only those selected for an interview will be contacted.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Friday, July 10, 2026** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1S0
Email: dmugfordguay@algonquinhighlands.ca

Complete job description follows.



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Planner

DEPARTMENT: Planning

LOCATION: Algonquin Highlands Municipal Office

REPORTS TO: Chief Administrative Officer

PURPOSE

Reporting to the CAO, the Planner is responsible for processing and management of development related applications submitted under the *Planning Act*, including the review and analysis of land development proposals, the research and preparation of reports for consideration by Council and the Committee of Adjustment; interpretation and analysis of provincial, County and local Planning documents and policies; responding to requests for Planning information and providing general operational support to the Building/By-Law Department. As the key liaison for planning matters, the Planner ensures streamlined practices while fostering excellence in customer service.

RESPONSIBILITIES

- Processes applications and prepares planning reports involving research, evaluation and recommendation on applications under the legislation of the Ontario Planning Act including: Official Plan and Zoning By-law amendments; plans of subdivision/condominium approval, applications for Committee of Adjustment approval, and applications for deeming and part lot control.
- Responds to inquiries from the general public, the development community, real estate agents, investors, appraisers, solicitors, internal departments and other government agencies, etc., including researching files and preparing written or verbal responses regarding a broad range of planning and land use matters involving the processing and status of development applications, development standards guidelines in relation to applications for site plan approval, and the interpretation of official plan and zoning documents.
- Serves as the prime contact with applicants for planning applications; interprets and coordinates responses of circulated departments and external agencies/authorities respecting

development applications; negotiates with applicants with respect to possible mitigating measures/revisions to applications, as appropriate, and establishes conditions of approval.

- Presents reports to Council on development applications and other planning matters.
- Acts as Secretary-Treasurer to the Committee of Adjustment.
- Prepares legal documents to implement planning decisions, including official plan amendments, zoning by-law amendments, deeming by-laws, part lot control by-laws, restrictive covenant agreements and other planning related documents as required.
- Prepares and gives evidence at Ontario Municipal Board hearings as an expert witness.
- Prepares and/or oversees the preparation of supporting documents for circulation of planning applications, including letters of circulation and public meeting notices and schedules.
- Performs site inspections of lands subject to planning applications.
- Advises staff on zoning by-law interpretation.
- Attends necessary and/or approved educational workshops, seminars or webinars.
- Processes all Shoreline Road Allowance Closing Applications.
- Maintains and updates the Comprehensive Zoning By-Law and Official Plan as required and in accordance with the *Planning Act*.
- Develops and administers the Planning Department's operating budget including forecasting the need for equipment, materials, supplies and monitors and approves expenditures.
- Attend and participates in professional group meetings such as the County Planners' meetings and/or the Ontario Professional Planners Institute regional meetings for the purposes of collaboration.
- Performs other related duties as assigned.

HOURS OF WORK

Normal hours of work are 8:00 a.m. – 5:00 p.m., on a compressed work-week schedule with a ½ hour unpaid lunch break or 8:30 a.m. to 4:30 p.m. on a regular Monday to Friday work-week schedule with a 1-hour unpaid lunch break. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

WORKING CONDITIONS

- Work is performed in a normal office environment where interruptions are common.
- Incumbent frequently spends time reviewing documentation and working on a computer requiring periods of intense concentration and attention to detail.
- Site inspections may be required for various planning applications causing exposure to weather conditions and hazards.
- Deadlines may cause stress.

EDUCATION

- A Bachelor's Degree in Land Use Planning or an Honours Degree in a Planning related program. Eligibility for Membership in the Canadian Institute of Planners (CIP) is required; however, Full Membership is preferred.
- Registered Professional Planner (RPP) designation is preferred.

KNOWLEDGE AND SKILL

- Minimum of three (3) years relevant professional planning experience in the municipal sector and/or private consulting environment.
- Thorough knowledge of Ontario Planning Act regulations and procedures, the Provincial Policy Statement and other related legislation and guidelines.
- Thorough knowledge of and demonstrated experience in municipal planning procedures and land development application procedures.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), database. Familiarity with ArcGIS and AutoCAD.
- A demonstrated ability to monitor and work within approved financial budgets.
- Ability to work independently as well as in a team environment.
- Excellent organizational, analytical, investigative, problem-solving, report-writing, communication, presentation, and public speaking skills.
- Possess a valid "G" Driver's Licence for the Province of Ontario. A Clean Driver's Abstract is required.
- Provide a satisfactory Criminal Record and Judicial Matters Check.
- Politically astute, committed to customer service excellence, with a firm knowledge of best practices in the municipal planning field.

IMPACT OR ERROR

- Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Corporation.