



**Employment Opportunity  
Planner – Permanent, Full-Time  
(C.U.P.E. Local 1785-01)  
Development Services**

Job Rate: \$39.40 per hour (35 hours/ week)

The Township of Scugog is a picturesque community of 22,500 people located along the shores of Lake Scugog within the Region of Durham. The Township is seeking a highly motivated and energetic planning professional.

Reporting to the Manager of Planning, the Planner is responsible for providing professional advice on planning and development initiatives.

**Responsibilities:**

- Process, evaluate, and prepare recommendations on a wide range of development applications
- Draft and present planning reports for Council's review and consideration
- Interpret and administer the Township's Official Plan and Zoning By-law
- Provide planning information and advice to the public, staff, Council, developers, and other interested parties
- Undertake statistical, financial, demographic, and land needs analysis
- Prepare planning related studies and projects under the direction of the Manager of Planning by conducting research, analysis, and monitoring proposed actions
- Coordinate and produce correspondence, memoranda, policies, procedures, newsletters, brochures, reports and other documents as required
- Provide expert planning evidence at Ontario Land Tribunal (OLT) hearings, the Courts and at expropriation hearings, as necessary
- Review Environmental Bill of Rights Postings and prepare a response where necessary
- Review proposed Amendments to the Durham Regional Official Plan, local official plan amendments or zoning by-law amendments beyond Scugog's municipal boundary where the Township has a corporate or strategic interest

**Qualifications:**

- A university degree in land use planning, and at least one year of progressive planning experience
- Extensive knowledge of land use planning theories and approaches regarding land use plan formulation, implementation, monitoring and evaluation
- Broad familiarity of computer applications including business software and GIS
- Candidate or Full Membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute
- Proven success providing expert testimony before the OLT

- A valid Ontario Class G driver's license, with a clean driver's abstract and access to a reliable vehicle for business purposes
- Municipal experience is considered an asset

**Skills and Competencies:**

- Excellent written, oral and presentation skills
- Confident, professional and articulate with a positive work ethic
- Strong organizational and time management skills to meet deadlines and complete tasks within tight timelines
- Good research and report writing skills
- Attention to detail and accuracy
- Ability to remain calm while working under pressure
- Adaptable to change
- Capable of working independently and in a team environment
- Exercise tact and discretion when handling sensitive and confidential information

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The successful applicant will be required to provide a Police Criminal Reference Check.

**Due to the nature of this position, work hours may occur outside of the regular Township business hours including evenings, nights, holidays and weekends.**

**NOTE:** We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing, no later than 4:30 p.m. on **Friday, May 10, 2024**. Replies should be addressed to Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca).

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**