



# Job Posting SENIOR PLANNER

**Job Posting #: 2026 – 07**

**Annual Rates:**

**2026: \$96,746 - \$113,177**

**2027: \$100,858 - \$117,987**

**2028: \$105,162 - \$123,020**

**Location: Hamilton Township Office**

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better every day by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions and are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for the position of **SENIOR PLANNER**.

## **What will you do:**

- Serves as the primary contact for and assists in the co-ordination and administration of all forms of development applications including but not limited to Zoning By-law and Official Plan amendment applications, minor variance, site plan approval, plans of subdivision and consent applications.
- Provides planning advice and direction, including the interpretation of the Township's Official Plan, Zoning By-law, other policies and applicable legislation, to Council and the general public, staff and consultants in the capacity of an RPP.
- Coordinates inter-departmental and/or inter-agency meetings with developers, consultants, agencies and interested parties. Assists with discussions regarding technical concerns to achieve municipal planning objectives.
- Responsible for the administration of development agreements including subdivision agreements, site plan agreements, etc.
- Undertakes research, provides input, and assists with project management related to the development of planning policy and a variety of municipal plans/studies, including Community Improvement Plans, growth, and environmental plans, etc.
- Expected to attend as an expert witness in the capacity of an RPP and/or CAHP at the Local Planning Appeal Tribunal (LPAT) Conservation Review Board (and/or other quasi-judicial tribunals) and Court Hearings on behalf of the Corporation.
- Reviews, monitors and reports on policies and legislative changes from various levels of government, develops planning policies and updates the Township Official Plan as required.
- In cooperation with the Chief Administrative Officer and the Management Team, provides assistance to advance the economic growth of the Township, with a focus on new and ongoing business development opportunities and ensuring compliance with all Acts, Regulations and By-laws.
- Represents the Township on community, regional and intergovernmental organizations related to planning issues.
- Responds to telephone, letter and counter inquiries from the public, developers, investors, agencies, and other levels of government pertaining to a broad range of development matters such as the processing of subdivisions, condominiums, and amendments to and variances from municipal planning regulations.

### **What will you do – cont'd:**

- Provides interpretation of Township By-laws/policies and relevant applicable law.
- Attends meetings, prepares reports and maintains records as required.
- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
- Provides direct supervision to the Planning Coordinator position.
- Performs other duties and carries out special projects as assigned.

### **What we expect of you:**

- A University Degree in Planning or related discipline.
- A minimum of four (4) years' previous experience in the field of municipal planning.
- Membership, or eligibility for membership, in the Ontario Professional Planners Institute (OPPI) and Registered Professional Planner (RPP) designation.
- Experience providing professional planning evidence before the Local Planning Appeal Tribunal (LPAT) / Ontario Municipal Board (OMB) is an asset.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Teams), iCompass agenda and meeting management software, GIS software.
- Understanding of planning legislation, regulations, and procedures, including the Planning Act, the Municipal Act, Provincial Policy Statements, Northumberland County and Township Official Plans, other Federal and Provincial legislation pertaining to municipal planning.
- Presentation skills to provide advice, information or comment relating to operations of the Planning department.
- Ability to work independently and as part of a team.
- Superior written and verbal skills.
- A commitment to service excellence.
- Pro-active, flexible and a positive attitude.
- Contributes solutions to complex situations.
- Class "G" driver's license in good standing, have access to a reliable vehicle for use on Township business and be able to provide a current acceptable driver's abstract.

**Please note:** *After reviewing the qualifications listed above, we want you to know that we understand you may not meet all the qualifications described, but we still encourage you to apply, as you may have other relevant expertise and experience that you can bring to the role.*

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

**Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of [hr@hamiltontownship.ca](mailto:hr@hamiltontownship.ca) by 4 pm on Friday, May 8, 2026.**

The Township of Hamilton does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment process. All applications are reviewed and assessed by Human Resources and the hiring manager.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.