THE CORPORATION OF THE TOWN OF

GANANOQUE

*Canadian Gateway to the 1000 Islands*

## Employment Opportunity – Intermediate Planner

Join us in Gananoque, a picturesque town of 5,200 residents located among the 1000 Islands along the shores of the St. Lawrence River. A vibrant tourist destination, we enjoy the quality of life of a small town with larger city centers just minutes away.

Reporting to the Manger of Planning & Development Manager, the Intermediate Planner/Department Assistant is generally responsible for responding to public inquiries and working with other municipal staff, public agencies, citizens and developers in the review and processing of planning applications made under the *Planning Act* and any processes under the *Municipal Act* or other legislation assigned to the Department. Responsibilities of the position include the implementation and interpretation of municipal by-laws relevant to planning and development proposals. This is a Full-time, non-union position generally working not more than 35 hours per week inclusive of a limited number of evening hours for Committee work.

Qualifications include:

- University degree in Urban and Regional Planning or a related discipline. Membership or registration with Registered Professional Planner
- Two (2) years' experience, with preference given to a planning or administration environment.
- Excellent oral, written, presentation and interpersonal communications skills required.
- Computer proficiency required in the use of MS Word, Excel, and Power Point (with some statistical analysis and spreadsheet proficiency) and some knowledge of GIS and/or website applications.
- Working knowledge of the Planning Act, Municipal Act, and associated legislation/regulations.
- Good organizational, file management and time management skills.
- Knowledge of the Building Code Act and some understanding of the Building Code are preferred.
- Valid Ontario driver's license including the occasional use of personal vehicle required.

The 2027 annual salary range is $69,560 to $81,375 based on a 35-hour workweek. Please email your application to:

Melanie Kirkby, CAO, Town of Gananoque
30 King Street East, Gananoque, Ontario, K7G 1E9
mkirkby@gananoque.ca
**no later than 4pm December 18th, 2026**.

The Town of Gananoque is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will be only used for the purpose of the candidate selection.