THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

JOB DESCRIPTION – Intermediate Planner

REPORTS TO:	Manager of Planning & Development	**STATUS:**	Full-Time
EVALUATION:	Salary Grade 6	**CODE:**	39
APPROVED:	November 2026	**HOURS OF WORK:**	35 hours per week

POSITION PURPOSE:

Reporting to the Manager of Planning and Development, the Planner is responsible for reviewing, coordinating, and processing planning applications submitted under the *Planning Act*, as well as applications and matters arising under the *Municipal Act* and other applicable legislation assigned to the Planning and Development Department.

The position involves responding to public inquiries and working collaboratively with municipal departments, government agencies, members of the public, developers, and other stakeholders on a range of land use planning and development matters. The Planner is also responsible for interpreting and administering applicable municipal by-laws, policies, and regulations, and providing professional planning advice and support on development proposals and related initiatives.

This is a full-time, non-union position generally requiring up to 35 hours of work per week exclusive of a limited number of evening hours for Planning Committee work. The specific duties of the Planner are outlined below.

KEY DUTIES AND RESPONSIBILITIES:

Perform the responsibilities of the position within the legislative and regulatory standards as set out in applicable legislation, regulations and by-laws as well as all practices and procedures established in the Town's documents or as directed by the Manager of Planning and Development.

1. Receive, review, assess, and process applications submitted under the *Planning Act*, ensuring conformity with provincial legislation and policies, the Official Plan, Development Permit By-law, municipal by-laws, and other applicable planning regulations.
2. Prepare and assist with the preparation of detailed planning reports, development reviews, application circulations, public notices, and other documentation related to planning and development proposals.
3. Respond to inquiries from the public, property owners, developers, and other stakeholders regarding land use planning policies, regulations, development applications, and municipal planning processes.
4. Conduct site visits, inspections, and property to evaluate existing conditions and determine compliance with applicable planning requirements.

5. Coordinate and maintain departmental records, including application intake, file creation, tracking, document management, archiving, database maintenance, website updates, and the preparation and updating of application forms and related materials.
6. Communicate with other municipal departments and external agencies to coordinate the review of planning applications, facilitate information sharing, and address planning-related matters.
7. Acts in the capacity of recording secretary for all Planning Advisory Committee/ Committee of Adjustment/Property Standards meetings, including the preparation and distribution of agendas and minutes.
8. Attend and present reports at evening meetings as required for Planning Advisory Committee and community meetings relating to planning matters.
9. Other duties as assigned, including but not limited to licensing of municipal by-laws, administrative and research within the department and from time to time, support to other departments.

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

REQUIRED QUALIFICATIONS AND COMPETENCIES:

1. University degree in Urban and Regional Planning or a related discipline. Membership or registration with Registered Professional Planner
2. Two (2) years' experience, with preference given to a planning or administration environment.
3. Experience in both development review and planning policy.
4. Excellent oral, written, presentation and interpersonal communications skills required.
5. Computer proficiency required in the use of MS Word, Excel, and Power Point (with some statistical analysis and spreadsheet proficiency) and GIS and/or website applications.
6. Good working knowledge of the Planning Act and Municipal Act and associated processes.
7. Good organizational, file management and time management skills.
8. The ability to work independently or as part of a team.
9. Valid Ontario driver's license including the occasional use of personal vehicle required.

WORKING RELATIONSHIPS:

- Internal Planning, By-law Enforcement and Building staff within the Planning and Development department, Public Works and other department staff within the municipality.
- External Government ministries and agencies, citizens and the general public, professional consultants.