



The Township of North Dundas is seeking a motivated Junior Planner to join our Development Services team. **This full-time temporary position will cover a maternity leave**, with an approximate end date of April 2027, and reduced schedules may be considered if they fit operational needs.

In this role, you will support planning, by-law, and development functions, assist with land use applications, conduct research and site inspections, and help prepare technical reports and GIS data. You'll also support the Committee of Adjustment by preparing agendas, reports, and presenting applications, contributing to the delivery of high-quality municipal services. The ideal candidate takes pride in providing accurate, timely, and professional service to the public, Council, and development community while promoting a positive image of the Township.

We're looking for someone with a university degree in Land Use Planning or a related discipline, strong knowledge of municipal planning principles and legislation, and excellent analytical, research, and communication skills.

This is primarily an office-based position with occasional travel for site visits or meetings, and some evening commitments may be required. The standard work week is Monday to Friday, but flexibility may be accommodated to meet operational needs.

If you're ready to contribute to a dynamic municipal team and gain experience across a variety of planning functions, apply today to:

**[Careers@northdundas.com](mailto:Careers@northdundas.com)**

Applications will be accepted until the position is filled. Interviews will be conducted on an ongoing basis.

*The Township of North Dundas is an Equal Opportunity Employer.  
Accommodations are available throughout the recruitment process upon request.  
Only those selected for an interview will be contacted.*

## TOWNSHIP OF NORTH DUNDAS

### JOB DESCRIPTION

<b>JOB TITLE:</b> Junior Planner	<b>LAST REVISION DATE:</b> January 2026
<b>REPORTS TO:</b> Director of Development Services	<b>APPROVED BY:</b> Township Council
<b>SALARY RANGE:</b> Grade 7 (\$73,185-\$87,125)	<b>EFFECTIVE DATE:</b> August 18, 2021

#### **Position Summary:**

Reporting to the Director of Development Services, the Junior Planner provides bylaw and policy interpretation advice to the public; and basic intake and review of a wide variety of land use and development proposals. The incumbent processes a variety of applications, and assists with carrying out field inspections and collecting data as required. The Junior Planner completes file research and maintenance; assists with the preparation of technical reports, research and planning studies; and provides back-up and assistance for the front counter, when needed.

#### **Position Qualifications:**

- University Degree in Land Use Planning or related discipline, with a sound knowledge of planning principles and relevant legislation, an understanding of land development, municipal policies and development approval processes, experience with development layout and design principles, and geographic information systems (GIS).
- Exceptional interpersonal and communication skills with a confident and pleasant disposition.
- Ability to collect, analyze and interpret data and submit conclusions and recommendations.
- Skills in graphic illustration, GIS and air photo interpretation required.
- Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.
- The ability to make effective presentations to technical and public groups.
- Ability to work within and contribute to a team environment.
- Ability to interpret and apply the policies and regulations contained in the Provincial Policy Statements, the Planning Act, the County Official Plan, and Township Zoning By-law.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Must have a Valid Class "G" driver's licence and be able to provide and maintain a clean Drivers Abstract.
- Willing to accept responsibility and demonstrate initiative.
- Possesses the ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.

- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Strong computer skills, and a good knowledge of standard business software.
- Demonstrated high standard of quality, accuracy and attention to detail.
- Ability to multi-task within specific time constraints and demonstrate high prioritizing skills.

**Position Description, Duties and Other Requirements:**

- Assistant to the Director of Development Services.
- Assist in the development and subsequent maintenance of the Township's Comprehensive Zoning By-law and maps.
- Co-ordinate development/planning applications, conduct site inspections, prepare background planning reports, presentations, notices and draft by-laws and resolutions.
- Prepare compliance reports.
- Provide staff support to the Committee of Adjustment, as needed, including the preparation of agendas, minutes, follow-up work, reports, supporting data, and presenting the application to the Committee.
- Assistant Secretary-Treasurer to the Committee of Adjustment.
- Assist in the development of the Township's GIS database.
- Conduct research, including the collection and compilation of data, questionnaire development and administration, and preparation of any associated reporting materials.
- Adapt to evolving departmental processes, technologies, and regulatory requirements, including providing support across planning, by-law, and related development services functions as assigned.
- Conduct site inspections for the purpose of data collection or to ensure compliance with by-laws and other regulations.
- Update assessment files and maps.
- Assist with planning inquiries.
- Prepare recommendations on consent applications, minor variances, zoning amendments, and site plan applications.
- Excellent analytical, research, report writing, problem solving skills and the ability to deal effectively and professionally with the public and the development industry.
- Perform other duties as directed, and undertake special projects as assigned.
- Membership in the Ontario Professional Planning Institute (OPPI) and Canadian Institute of Planning (CIP) are considered an asset.

**Working Conditions:**

Work is primarily performed in a climate-controlled office environment with extended periods of sitting and computer use. The position involves occasional travel within the municipality for meetings or site visits and may include limited exposure to varying weather conditions. Occasional evening meetings may be required