



## **COMMUNITY POLICY PLANNER**

**REFERENCE: 0003-2012**

**Contract – 2 Year**

### **PURPOSE:**

Reporting to the Manager of Planning Policy & Sustainability you will be responsible for managing planning policy projects, conducting studies and preparing and presenting reports on a range of planning policy matters.

### **RESPONSIBILITIES:**

- Conduct independent data collection, research and analysis on a range of planning issues.
- Prepare and present reports with recommendations to Council related to both planning policy and development matters.
- Present studies, policies and applications at Public Information Meetings.
- Provide guidance and information to Town staff, Council, developers and citizens regarding Caledon's planning process, Official Plan policies and relevant regulations.
- Review policy initiatives of other agencies.
- Prepare evidence with minimal supervision and represent the Town of Caledon at substantive hearings on matters assigned by the Manager of Planning Policy & Sustainability.
- Attend various meetings as support staff or express the Development Approval & Planning Policy Department's position, including meetings with Provincial, Regional, Municipal, and Conservation Authority staff, at Niagara Escarpment Commission hearings, Committee of Adjustment hearings, public meetings, and Council meetings.
- Coordinate public consultation programs pertaining to planning policy matters and present policy initiatives to interest groups, stakeholders and the public.

### **EDUCATION:**

University Degree in Planning or a related discipline, preferably and membership or qualification for membership in the Canadian Institute of Planners.

### **EXPERIENCE/KNOWLEDGE:**

A minimum of five (5) years of increasingly responsible municipal planning experience. An excellent understanding of planning policy matters and development approval process. GIS and quantitative skills an asset. A valid Class G driver's license, in good standing, and a reliable vehicle to use on corporate business.

Interested persons should submit a resume in confidence no later than February 10, 2012 to:

TOWN OF CALEDON  
Human Resources  
6311 Old Church Road  
Caledon, Ontario L7C 1J6

Fax: 905-584-4542 or E-mail: [hr@caledon.ca](mailto:hr@caledon.ca) (Word document only)

We thank all applicants and advise that only those selected for an interview will be contacted