



## **The Township of West Lincoln is hiring an Intermediate Planner – 1 year Contract**

The Township is seeking an **Intermediate Planner** for a **one-year contract** within the Growth and Sustainability Department. Reporting to the Manager, Community Planning and Design, this role supports the Township's planning and growth objectives through the review of development applications, analysis of land use policy, and preparation of professional reports and recommendations to Council and the Committee of Adjustment. The position works collaboratively across departments and with external stakeholders in a municipal planning environment.

### **What You'll Do:**

As an Intermediate Planner, you will manage a diverse range of planning files and policy initiatives in support of the Township's land use and growth objectives. Key responsibilities include:

- Review and process development applications, including Zoning By-law Amendments, site plans, consents, and minor variances, and prepare reports, presentations, and recommendations for Council and the Committee of Adjustment
- Analyze, interpret, and apply land use planning policy, including the Township's Official Plan, and applicable provincial and regional policy to development applications
- Lead or support planning studies, research, and data analysis related to land use, growth management, and development trends
- Coordinate and participate in public consultation processes, including public meetings and open houses
- Liaise with applicants, consultants, agencies, internal departments, elected officials, and the public to provide professional planning advice and advance planning files
- Provide zoning and planning assistance to customers at the front counter, by phone, and via email, as required

### **What We're Looking For:**

We're looking for a collaborative and self-directed planning professional who can manage a varied workload and contribute effectively within a municipal environment. The successful candidate will:

- Bring intermediate-level experience in municipal land use planning, including development application review and planning policy analysis
- Demonstrate sound professional judgment and the ability to analyze complex planning matters and develop clear, practical recommendations
- Be comfortable managing files independently while working collaboratively with colleagues across departments
- Communicate effectively with a wide range of stakeholders, including applicants, consultants, agencies, elected officials, and the public
- Have experience participating in or leading public consultation processes and presenting planning matters in public forums
- Be organized, adaptable, and able to manage competing priorities in a fast-paced environment
- Approach work with professionalism, accountability, and a strong customer service mindset

**Key Qualifications:**

- Degree in Planning or a related field i.e. Environmental Science and Geography
- Minimum 2 years of professional planning experience, preferably in a municipal setting
- Pursuing a membership with the Canadian Institute of Planners (CIP) and OPPI or other planning association, with RPP accreditation in good standing or in progress
- Knowledge of Ontario land use planning legislation and policy, including the Planning Act and Provincial Planning Statement, and current regulations
- Strong written, verbal, and presentation skills, with experience engaging the public and stakeholders
- Proficiency with Microsoft 365; Intermediate mapping ability in ArcGIS Pro
- Valid Ontario driver's license

The wage range for this position is \$44.55 - \$54.62 per hour (2026 rates). This is a full-time, 1-year contract role, working 35 hours per week. This posting is for an existing position vacancy.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **February 20, 2026** to:

**Human Resources**

Email: [recruitment@westlincoln.ca](mailto:recruitment@westlincoln.ca)

Please put "Intermediate Planner" in the subject line of the email

A detailed Job Description can be found on our website at:

<https://www.westlincoln.ca/en/township-office/jobs.aspx>

*We thank all applicants, however, only those selected for an interview will be contacted.*

*The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.*