



Planning Coordinator

The Municipality of Bayham is seeking a candidate for the Planning Coordinator position. Reporting to the Chief Administrative Officer, the Planning Coordinator is responsible for administering all matters related to front-line land use planning services for the municipality, including customer service, planning application review and comment coordination, and is the primary liaison with third party planning consultants. This position assists the CAO with matters related to policy research and the acquisition and disposition of municipal property.

The ideal candidate will possess:

- Knowledge and skills on the Ontario planning framework normally acquired through a four-year university degree in Geography, Land Use Planning, or other related discipline.
- Minimum of 2-4 years' experience in land use planning.
- Registered Professional Planner (RPP) designation considered a strong asset.
- Completion of OACA/AMCTO Primer on Planning is an asset.
- Municipal experience is an asset.
- Strong knowledge of Municipal Act, Planning Act, and Conservation Authorities Act, as well as other Provincial regulations and municipal by-laws.
- Excellent organizational, leadership and management skills.
- The ability to manage time effectively to meet multiple demands and deadlines.
- Strong interpersonal, communication and public relations skills. Ability to interpret and effectively communicate regulations and by-laws to members of the public.

The compensation for this position is \$64,646 - \$80,808 (2026 – based on a 35-hour week). A full position description and listing of qualifications and responsibilities for the Planning Coordinator position is available on the Municipal website under [Career Opportunities](#).

Candidates are invited to submit a complete resume and cover letter outlining how the applicant satisfies the provisions of the job posting and job description to the undersigned no later than 1:00 PM on Friday, September 4, 2026.

Cindy Howard, CAO
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The Municipality of Bayham is an Equal Opportunity Employer. If you require accommodation at any time throughout the employment activities process, please contact us at: 519-866-5521, accessibility@bayham.on.ca or by visiting www.bayham.on.ca and we will make every effort to provide appropriate assistance pursuant to the Municipality of Bayham Employment Activities Accommodation Policy.

Personal information collected in response to this notice will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.