Internal/External Job Posting
Regular Full-Time Bargaining Unit Position
Resource Planner

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, wellness initiatives and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the opportunity

The Resource Planner is responsible to communicate Provincial and Conservation Authority policies and to coordinate responses, stating the Authority's position focusing on natural hazards, on municipal planning matters including applications under the Planning Act; applications under the Conservation Authorities Act through Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits Regulation); projects under the Environmental Assessment Act and applications under other legislation. This position reports to the Supervisor of Planning and Regulations.

What you'll do:

- Review and provide a statement of the Authority's position and policies on all Planning Applications (Official Plans, Zoning By-laws, Subdivision and Condominium applications, Official Plan Amendments, Zoning By-Law Amendments, consents, minor variances, site plans), Solicitor's Enquiries, Licence for Gravel Pits, Environmental Assessments, Municipal Drains and other development proposals. Conduct meetings within and outside of the Authority and perform field inspections related to these applications and inquiries.
- Review and provide a statement of the Authority's position and policies on applications pursuant to Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits Regulation) and the enforcement of this regulation.
- Meet municipal deadlines regarding Planning Act Applications, legislative timelines for permit applications and internal service delivery standards for title clearances, general requests, etc.
- Attend as the Authority representative multi-disciplinary and/or multi-agency steering committees as well as attendance at Council Meetings and Open Houses.
- Review, prepare or present policy documents, position statements or reports relative to the functions mentioned above.
- Encourage communication and outreach activities that generate support within the local communities for the health and enhancement of our watershed's natural resources.
- Attend as the representative of the Authority appeals before the Ontario Land Tribunal or cases before the Provincial Courts.
- Conduct investigations, inspections, negotiations and enforcement of Section 28 of the Conservation Authorities Act.

Education

- Degree in Planning, Geography, Environmental Science or a related discipline.

Experience

- Minimum three years related work experience.
- Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, use of air photos and interpretation in the field. Must be able to read and comprehend technical reports such as Environmental Impact Studies, Stormwater Management Reports, Subwatershed Plans, Geotechnical and Hydrogeological Studies, and relate them to current policies and objectives.
- A working knowledge of environmental legislation, planning policy and natural hazard technical guidelines.
- Current member of Ontario Professional Planners Institute (OPPI) or Registered Professional Planner designation or eligibility for this membership or designation is considered an asset.
- Excellent communication skills, both written and oral.
- Applicants must have a strong background and related job experience with the Microsoft Office software suite, and use of digital mapping software.
- A valid driver's license.

Competencies

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest-based conflict resolution. Appropriately balances the interests of both internal and external stakeholders, when dealing with complex files.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups.

Goal/Action Oriented

Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in project management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

Team Work

Interacts with people respectfully and effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and nonverbal signals to enhance understanding. Demonstrated ability to build partnerships with stakeholders and staff. Exceptional internal communications skills are needed for staff relations, working interdepartmentally with respect to communications and marketing needs and to provide support to other programs within the GRCA.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with municipal partners, stakeholders, etc.

Compensation and Benefits

- Pay range $46.92 to $56.31 per hour/35 hours per week
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Approximate Start Date: December 2026

To Apply: Please send a resume, cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote “Resource Planner” in the subject line.

This job posting is for an existing vacancy.

Deadline for Applications: 4:00pm November 13, 2026

We thank you for your interest, however only candidates under consideration will be contacted. GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Director of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.