

Planning Coordinator – 1 Year Temporary – Development Services

Reporting to the Director of Development Services, the successful applicant will coordinate planning application approval processes, provide official municipal responses to planning inquiries, and support the Town's growth and development initiatives. The Planning Co-ordinator works closely with residents, developers, consultants, Council, commenting agencies, and internal departments to facilitate the review and processing of development applications. The position will work 35 hours per week. This is a one-year contract position with the possibility of extension.

Responsibilities:

- Receive, review, and process applications submitted under the Ontario Planning Act.
- Prepare and circulate statutory public notices and decision documentation.
- Coordinate planning application circulation and manage agency and departmental comments.
- Prepare reports and recommendations for Council and the Committee of Adjustment.
- Review, process, and administer Committee of Adjustment applications, condition clearances, and Certificates of Official.
- Provide interpretation of municipal planning policies, zoning by-laws, and related regulations to residents, applicants, consultants, and staff.
- Complete zoning reviews for development applications, property inquiries, and municipal initiatives.
- Conduct planning research and assist with policy development, zoning by-law updates, and Official Plan initiatives.
- Coordinate Ontario Land Tribunal appeal records and proceedings as required.
- Assist with civic addressing, road naming, and related planning functions.
- Provide planning-related support to internal departments and external stakeholders.

Qualifications:

- Diploma in Planning Technology or a related technical field.
- Minimum three (3) years of experience in an office, technical, or planning-related environment.
- Working knowledge of the Ontario Planning Act, Provincial Planning Statement, and municipal planning processes.
- Strong customer service, communication, organizational, and analytical skills.
- Ability to interpret legislation, regulations, and policy documents.

- Proficiency in Microsoft Office applications and experience with GIS, Adobe products, and municipal software systems would be considered an asset.
- Experience preparing technical reports and working with multiple stakeholders in a fast-paced environment is considered an asset.

Salary Rate: \$63,638 - \$74,447 per year

Interested applicants should forward a resume and cover letter marked: Planning Coordinator File #21-2026, no later than noon, October 9, 2026 to: hr@greaternapanee.com.

Applications should be submitted as one document (PDF Preferred) with the file name Last Name, First Name - Competition number (Ex: Doe, Jane - #21-2026).

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.