



## **Planning Services Assistant**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. Reporting to the Planning Services Coordinator, we are looking for a highly motivated professional to contribute in the Community Planning division.

### Duties and Responsibilities

- Ensures that planning applications are processed, opened and catalogued expeditiously
- Ensures that planning documents are current and available (ie, Zoning By-law, Official Plan, application forms)
- Responsible for records management of all departmental records and correspondence
- Acts as the Secretary-Treasurer of the Committee of Adjustment including organizing meetings, providing guidance to staff, applicants and the committee regarding the administrative requirements of the Committee
- Reviews and tracks development agreements initiated by the Committee of Adjustment, surveys of road widening, undertakings and other legal documents
- Respond to general inquiries and perform other duties as assigned.

### Key Competencies and Qualifications

- Candidates will have a diploma or degree in Urban and Regional Planning or Geography
- One year related experience in a municipal planning department or planning consulting firm
- Working knowledge of TOMRMS (The Ontario Municipal Records Management System)
- Knowledge of the Committee of Adjustment process, municipal administration process, particularly planning administration and of the Planning Act, Official Plans, and Zoning By-laws.
- Must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Ability to work in a high pressure environment meeting tight deadlines established by the Planning Act
- Ability to communicate effectively, professionally and courteously with all levels of staff, applicants and the general public
- Ability to be productive in a team environment, possess strong conflict resolution skills and have demonstrated proficiency with information technology.

The position offers a salary range of \$52,600 to \$65,750 (2023 rates) plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2023-PA03** by March 29, 2023 to:

Town of Bradford West Gwillimbury, Human Resources Department  
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8  
Fax: 905 775-8633 or email [hr@townofbwg.com](mailto:hr@townofbwg.com)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***