



Heritage Planner

Planning & Development Department
Temporary Full-Time (Up to 12 Months)

The Opportunity

The **Town of Grimsby** is growing fast and offers an exciting opportunity to be part of a community that is truly on the rise. Nestled between the Niagara Escarpment and the shores of Lake Ontario, and bordering Hamilton, Grimsby blends small-town charm with big-city connectivity.

With more than 29,900 residents and an expected \$4 billion in new development over the next decade, including major residential, industrial, and commercial projects, Grimsby is transforming into a hub of opportunity. This growth, combined with planned transit expansions like the proposed Grimsby GO Station, positions the Town as a key player in the Greater Toronto and Niagara regions.

Joining the Town of Grimsby means more than just starting a new role, it's about making a difference in a thriving, welcoming community where your work contributes directly to the quality of life for residents and visitors alike.

The Portfolio

Reporting to the Manager of Policy and Strategic Initiatives, the Heritage Planner is responsible for the interpretation of Provincial, Regional and Municipal Policy Plans, guidelines, zoning by-laws, and other planning documents where those by-laws, policies and documents apply to cultural heritage. The Heritage Planner is also responsible for the interpretation, preparation and formulation of planning policies, by-law provisions and reports on planning matters in accordance with sound planning practice and policies. The Heritage Planner will recommend appropriate approaches to dealing with sensitive and controversial heritage planning issues while ensuring adherence to the Ontario Heritage Act and other related legislation, the Town of Grimsby's Official Plan and other relevant planning documents. Undertake heritage preservation assignments and initiatives within the Heritage Preservation Services Section and strive for excellence in the delivery of those services.

The Candidate

As a candidate for this position, you will hold a post-secondary degree in Planning or a planning-related discipline from a Professional Standards Board/CIP-accredited program, with a specialty in Heritage Conservation. You will be a Candidate Member of the Ontario Professional Planners Institute (OPPI) and a Candidate/Provisional Member of the Canadian Institute of Planners (CIP) and be eligible for professional membership with the Canadian Association of Heritage Professionals (CAHP). You will also have a minimum of three (3) years of recent municipal

planning experience, including working independently in heritage conservation, development review, heritage policy, and historic research.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly range between **\$40.97 and \$49.85** (2026 Rates) and a comprehensive benefits plan. This is temporary full-time position for a period of up to (12) twelve months.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **January 30, 2026 at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under "Career Opportunities".

Posting #: 08-2026

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

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Heritage Planner

Planning & Development Department

1. Heritage Planning (80%)

- 1.1 Provide cultural heritage comments on various applications and permits; reviews heritage impact assessments for development applications; provides professional advice on completeness of applications and alternative courses of action.
- 1.2 Create new cultural heritage policies and provide supportable professional planning options and opinions on behalf of the Department and the Municipality.
- 1.3 Maintain the Municipal Register of Properties of Cultural Heritage Value or Interest and manage designated property files.
- 1.4 Administer the Heritage Restoration and Improvement Grant Program.
- 1.5 Act as the Town representative on and present to various cultural heritage projects for Council, Committees of Council and related groups.
- 1.6 Provide input to the Official Plan and Zoning By-law for required updates and amendment and processes related to cultural heritage resources specifically and planning matters generally.
- 1.7 Prepare and review amendments to the Official Plan and Secondary Plans to ensure current heritage policies are complied with and heritage resources are identified and adequately protected.
- 1.8 Typically deals with complex, politically sensitive cultural heritage planning matters.
- 1.9 Prepare terms of reference, hire consultants, participate in the management of budgets, coordinate and conduct meetings with internal and external contacts and prepare final recommendation reports for the Council.
- 1.10 Provide advice, assistance and information to agencies, developers, consultants, property owners, legal counsel and the general public with respect to planning legislation, Town policies and implementation, including review of applications at submission stage and the receipt of payment for such applications.
- 1.11 Guide and provide oversight to other Staff in cultural heritage matters.
- 1.12 Attend, lead and/or assist at public or information meetings when required.
- 1.13 Research cultural heritage matters via historical records and documents, written papers, museums, historians, the internet, Conservation Review Board and Ontario Land Tribunal (OLT) decisions, guideline manuals and site visits.
- 1.14 Respond to requests for information and comments on submissions from other government agencies, consultants, the public, applicants/proponents, lawyers, etc.
- 1.15 Assemble and prepare visual data for inclusion in reports and presentations and for assisting in the formulation of recommendations to Council and Committees, including schedules, aerial photos with overlays used for reference in reports, presentation material for meetings and hearings, digital photos, charts, location and land use maps, visual aids, etc.
- 1.16 Prepare Planning Applications and procedural guidelines when required.
- 1.17 Control project-specific spending within the approved budget for the MHC and approve invoices for payment.
- 1.18 Act as an expert witness at the Conservation Review Board and Ontario Land Tribunal.
- 1.19 Ensure the highest standards of confidentiality and integrity at all times.

- 1.20 Adhere to, support and promote adherence to all Town policies and procedures, regulations, and other related guidelines
- 1.21 Optimize and use initiative on an ongoing basis to execute efficient work practices
- 1.22 Ensure all cultural heritage practices comply with applicable legislation
- 1.23 Attend regular team meetings and support team building, working closely with others in the division and all other Town departments.
- 1.24 Consults with internal and external parties on development proposals and proposals to alter designated and listed resources in the application of Town heritage policies and accepted principles of architectural, urban design planning and heritage preservation. Identifies, negotiates and mediates conflicting positions with groups that have varied objectives. Proposes and negotiates alternate development strategies that meet heritage best practice. Advises on the use of incentives to leverage high quality conservation of heritage properties.
- 1.25 Reviews and comments on technical reports and drawings including Heritage Impact Assessments, Conservation Plans, Landscape Plans, Lighting Plans, Interpretation Plans and Heritage Signage Plans.
- 1.26 Inspects heritage properties in accordance with the Ontario Heritage Act and Heritage Property Standards By-law. Works in conjunction with and serves as an expert resource to Fire, Building, and bylaw teams when heritage properties have been subject to fire or other structural failures.
- 1.27 Project management and coordination for key studies within culturally significant areas within the Town

2. Program Coordination (20%)

- 2.1 Coordinates the Heritage Committee which involves preparation of meeting agendas, attending meetings to answer questions regarding reports and providing related advice to the Committee regarding heritage planning, preparation of meeting minutes for approval and the coordination of events and programs.
- 2.2 Assists with the coordination and administration of Town events and serves as key contact.
- 2.3 Oversee the Grimsby Façade Improvement Grants with technical support regarding architectural design and façade improvements.
- 2.4 Submits heritage award nominations and coordination of awards ceremonies.
- 2.5 Provides coordination and administrative support for special events related to heritage conservation and planning.
- 2.6 Attends Interdepartmental meetings, public hearings, Council meetings, Planning and Development Committee Meetings, Economic Development Committee, Heritage Committee and other committee meetings in the absence of or at the request of the Director of Planning and Development to provide heritage planning input and take meeting notes, as required.
- 2.7 Provides backup for other Planning Department staff including administrative support, as required.
- 2.8 Responds to planning related telephone and counter inquiries from the development and real estate industries, and the general public and on-going applications and potential investments and provides advice and direction of land use designations zoning, and other related information.
- 2.9 Receives feedback/input regarding zoning, heritage and other infractions and where feasible attempts to resolve or failing resolution forwards to by-law enforcement.

- 2.10 Provides drafting, CAD and GIS services to the planning department, and maintains up-to-date information with respect to planning and development applications within the municipality.

3. Other

- 3.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 3.2 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary degree in Planning or planning-related subject from a planning program accredited by the Professional Standards Board/CIP with a specialty in Heritage Conservation.

License, Registration and Training

- Candidate Member with the Ontario Professional Planner Institute (OPPI)
- Candidate/Provisional Member with the Canadian Institute of Planners (CIP).
- Eligible for the Professional Membership with the Canadian Association of Heritage Professionals (CAHP).
- Valid and unrestricted Class “G” driver’s licence with access to reliable transportation and be able to travel to various locations across the Town and Region.

Experience

- Three (3) years of recent related experience in municipal planning.
- Experience working with minimal direction in heritage conservation, development review, heritage policy, historic research or a related field.
- Experience delivering heritage conservation projects, historic research projects and/or heritage policy initiatives, with minimal direction, while balancing political, community and other stakeholder interests.

Knowledge/Skills/Abilities

- Applied knowledge of the Ontario Heritage Act, Planning Act, the Official Plan and the Development Review Process as well as current regulations and evolving planning policy trends within Ontario.
- Knowledge of planning, urban design and engineering technology principles as they pertain to heritage preservation, including the ability to interpret architectural and site plan drawings.
- Knowledge of historical construction methods and materials.
- Knowledge of historical preservation theory, legislation, principles and best practice.
- Knowledge of current trends and best practices in culture and heritage preservation, education and implementation tools.
- Ability to work effectively on delivering heritage conservation projects, historic research projects and/or heritage policy initiatives, with minimal direction, while balancing political, community and other stakeholder interests.

- Ability to complete projects and assignments that require a high level of critical judgement and analytical thinking.
- Strong sense of ethics and the ability to handle sensitive/confidential information with tact and discretion.
- Strong presentations skills with the ability to facilitate meetings and make presentations.
- Strong communication skills with the ability to effectively communicate both verbally and in writing.
- Ability to work effectively individually and as part of a team.
- Excellent time management skills with the ability to prioritize and manage conflicting demands.
- Intermediate proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

A combination of education, training, and experience may be considered.