



Planner

Planning and Development Department

Permanent Full-Time

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Policy and Strategic Initiatives, the Planner is responsible for participating in and facilitating planning and development projects in the Town of Grimsby. Projects include applications, policy creation, studies, and other planning-related initiatives. The Planner acts as a point of contact between the Department, internal and external agencies, applicants, and the public. The Planner prepares reports, provides comments, and applies Town and provincial policies to planning and development activities in the Town of Grimsby.

Key Responsibilities:

- Review and evaluate planning and development applications for compliance with policies and regulations; prepare reports and recommendations for Council.
- Communicate with applicants, stakeholders, and agencies to coordinate comments on planning applications.
- Respond to inquiries and support public meetings and engagement sessions.
- Conduct research and prepare reports on planning trends, policy updates, and special projects.
- Provide administrative and organizational support, including managing meeting logistics, tracking applications, and recording minutes.

The Candidate

The ideal candidate holds a post-secondary degree in Planning or a related field from an accredited program, along with a minimum of three (3) years of recent experience in municipal land use planning. They are a Candidate Member of both OPPI and CIP and demonstrate a solid understanding of the *Planning Act*, related provincial legislation, and contemporary planning theory and practices.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary range between **\$73,114-\$88,955**.

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.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✔ Complimentary access to recreation facilities, including the fitness centre
- ✔ Three personal float days each year for flexibility and balance
- ✔ Flexible work arrangements available to promote work life balance
- ✔ Industry-leading benefits covering health, dental, and wellness support
- ✔ Corporate training and career development programs to support lifelong learning
- ✔ A collaborative, inclusive workplace that values innovation and service excellence
- ✔ Opportunities to engage with the community and make a meaningful impact
- ✔ Employee recognition programs that celebrate achievements and contributions
- ✔ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong, and thrive.

How to Apply

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 by **November 6, 2025, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 48-2025

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

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1. Application Review (50%)

- Reviews and analyzes planning and development applications for compliance with the Town's Official Plan, Zoning By-law, etc. and provides feedback and recommendations.
- Prepares recommendation reports to Council to aid in decision-making.
- Conducts site visits to determine the acceptability of planning and development applications.
- Acts as a commenting agency for minor variance/consent applications, Niagara Escarpment Commission applications, etc.

2. External Communications (20%)

- Responds to planning-related inquiries and concerns.
- Acts as a point of communication with applicants, stakeholders, agencies, etc.
- Works with agencies, both internal and external, to gather comments on planning and development applications.
- Prepares documents for public circulation (i.e. Notice of Passing, Notice of Decision, Notice of Public Meeting).
- Involvement in Council Meetings, Committee of Adjustment Meetings, Advisory Groups, Public Engagement Sessions).

3. Research and Reporting (20%)

- Prepares informational reports on various planning-related topics (e.g. Bill changes, planning initiatives, policy).
- Provides support to senior-level staff on special projects, Requests for Proposal, etc.
- Follows and maintains awareness of current trends in planning and urban design.

4. Administration and Organization (10%)

- Prepares agendas for meetings, schedules and distributes invitations to the appropriate recipients.
- Determine if planning and development applications are complete, and if fees are required, as well as reception of hard copy submissions.
- Takes meeting notes and minutes during internal and external meetings.

5. Other

- 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, and
- Other related duties, as assigned.

The successful candidate will possess the following:**Education**

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

License, Registration and Training

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

Experience

- Three (3) years of recent related experience in municipal land use planning.

Knowledge/Skills/Abilities

- Demonstrated knowledge of the Planning Act, other relevant Provincial legislation.
- Knowledge of planning theory and practice as defined by the Canadian Institute of Planners and Administrative Law.
- Demonstrated knowledge and ability to interpret and administer a variety of regulations, acts, agreements, policies and guidelines pertaining to planning practices.
- Basic knowledge of planning-related software (i.e. GIS, AutoCAD, Adobe CC).
- Strong organizational, time management, scheduling, and technical review skills.
- Strong interpersonal, communication, report writing, and public relations skills.
- Strong problem-solving, negotiation, record keeping, and analytical skills.
- Intermediate proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

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