



**Employment Opportunity
Planner – Permanent, Full-Time
(C.U.P.E. Local 1785-01)
Development Services**

Job Rate: \$40.19 per hour (35 hours/ week)
(salary under review)

The Township of Scugog is a picturesque community of 22,500 people located along the shores of Lake Scugog within the Region of Durham. The Township is seeking a highly motivated and energetic planning professional.

Reporting to the Manager of Planning, the Planner is responsible for providing professional advice on planning and development initiatives.

Responsibilities:

- Process, evaluate, and prepare recommendations on a wide range of development applications
- Draft and present planning reports to Council and the Committee of Adjustment for review and consideration
- Interpret and administer the Township's Official Plan and Zoning By-law
- Provide planning information and advice to the public, staff, Council, developers, and other interested parties
- Undertake statistical, financial, demographic, and land needs analysis
- Prepare planning related studies and projects under the direction of the Manager of Planning by conducting research, analysis, and monitoring proposed actions
- Coordinate and produce correspondence, memoranda, policies, procedures, newsletters, brochures, reports and other documents as required
- Provide expert planning evidence at Ontario Land Tribunal (OLT) hearings as necessary
- Review Environmental Bill of Rights Postings and prepare a response where necessary
- Other duties as assigned

Qualifications:

- A university degree in land use planning, and at least one year of progressive planning experience
- Extensive knowledge of land use planning theories and approaches regarding land use plan formulation, implementation, monitoring and evaluation
- Candidate or Full Membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute
- A valid Ontario Class "G" driver's license, with a clean driver's abstract and access to a reliable vehicle for business purposes
- Municipal Planning experience is considered an asset

Skills and Competencies:

- Working knowledge of the Planning Act, PPS, Greenbelt Plan, Oak Ridges Moraine Conservation Plan, and other relevant legislation/regulations/guidelines.
- Excellent customer service, written and oral communication, and presentation skills
- Demonstrated creative thinking, analytical, problem-solving, and strong research and report-writing skills.
- Confident, professional and articulate with a positive work ethic.
- Strong organizational and time management skills to meet deadlines and complete tasks within tight timelines.
- Attention to detail and accuracy.
- Ability to remain calm while working under pressure.
- Adaptable to change and ability to multi-task.
- Excellent interpersonal skills, capable of working both independently and in a team environment.
- Exercise tact and discretion when handling sensitive and confidential information.
- Computer literacy using the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, SharePoint, Teams), as well as Adobe and familiarity with GIS software.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a cover letter and resume outlining relevant experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on January 16, 2026. Replies should be addressed to Valerie Ratchford, Human Resources at resumes@scugog.ca.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.