



**Planner I  
Planning & Development  
Municipality of North Grenville  
POSTING #: PD-2025-002**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination. Alternatively, for a more leisure journey, North Grenville offers the historic Rideau River managed by Parks Canada.

**Application:**

The Municipality of North Grenville is seeking to fill the position of **Planner I** in the Planning & Development Department. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources by **Monday, April 21<sup>st</sup>, 2025**, no later than 4 p.m. EST.

**Please quote "PD-2025-002".**

Email: [hr@northgrenville.on.ca](mailto:hr@northgrenville.on.ca)  
Mail: Municipality of North Grenville  
285 County Road 44, P.O. Box 130  
Kemptville, ON K0G 1J0

**Responsibilities:**

Reporting to the Deputy Director of Planning and Development, the Planner I conducts planning studies, processes planning applications, analyzes data and provides guidance to the public on planning matters. This role is key in ensuring responsible growth and development within the municipality.

**Application & Development Review**

- Process and prepare reports for minor variance and consent to sever applications.
- Review and analyze other development applications, including Official Plan amendments, Zoning By-law amendments, subdivisions, and site plans.
- Ensure applications align with the Provincial Planning Statement (PPS), Official Plan, and relevant legislation.
- Coordinate input from developers, consultants, agencies, and the public.

**Planning & Research**

- Assist in the preparation and implementation of Official Plans, zoning by-laws, growth-

- related and land-use studies
- Provide professional planning advice to Council, municipal staff, developers, and residents
- Conduct research and data analysis to support municipal planning initiatives

### **Committee & Public Engagement**

- Attend municipal, advisory, and public meetings to present reports and gather input
- Represent the municipality before the Ontario Land Tribunal (OLT) and other regulatory bodies
- Respond to planning inquiries from residents and stakeholders

### **Administrative & General Duties**

- Review Building Permit applications to ensure compliance with the Zoning By-law (development review)
- Participate in the Municipality's Development Review Team, including reviewing minutes
- Provide support to the Planning Clerk when necessary
- Perform other duties relevant to the position as necessary

### **Qualifications:**

#### Essential (minimum) Qualifications:

#### **Required:**

- Post-secondary degree in Planning, Geography, or a related field.
- Minimum 1 year of experience in land-use planning, including interpreting legislation and Official Plans.
- Candidate member of the Ontario Professional Planner Institute (OPPI).
- Strong computer skills, including proficiency in Microsoft Office.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a team environment.
- Willingness to attend meetings during and outside regular business hours.

#### **Preferred (Assets):**

- Experience with GIS and database management software.
- Understanding of municipal land-use planning processes.
- Conflict resolution and customer service skills.

## **Compensation:**

- The salary range for this position is \$57,603.00 to \$71,999.00 with pension and benefits and is based on a thirty-five (35) hour workweek. May include work outside of normal working hours for evening meetings.

## **Working Conditions & Physical Requirements:**

- **Work Schedule:** Monday – Friday, 8:30am– 4:30pm, with occasional evening meetings.
- **Work Setting:** Office environment with extended computer use.
- **Physical Requirements:** Ability to lift/move objects under 50 lbs occasionally.
- **Travel:** Occasional travel for meetings, training, and conferences outside the Municipality.

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.