



King is Hiring
Planner – Policy
(Contract, 12 Months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Policy Planning, the Planner – Policy is responsible for the following:

- Provides professional planning expertise, analysis and advice on matters related to policy planning projects to staff, Senior Leadership Team, Extended Leadership Team, Council, external agencies, the general public, and the development industry.
- Primarily responsible for the project management of policy planning projects, such as municipally initiated Official Plan and Zoning By-law Reviews and Amendments.
- Develops study frameworks and preparing terms of reference for projects, such as policy initiatives and other land use/development planning related matters to be undertaken by staff or consultants.
- Responsible for the project management of development projects including Minor Variance and Consent Applications.
- Attends Council and Committee of Adjustment meetings and prepares and presents reports and recommendations to Council and Committees on planning policy projects and development projects, including at statutory public meetings and public information centres and open houses, and makes presentations and responds to questions from elected officials, public and other stakeholders.
- Supports transparency, ensure regulatory compliance, foster professionalism, and minimize risk to the Corporation by ensuring that the statutory obligations of the Township in compliance with the *Planning Act* are met.
- Prepares and administers amendments to the Official Plan and the Zoning By-law and consolidation.
- Co-ordinates, leads and facilitates public consultation, stakeholder engagement and liaison in a positive and inclusive manner; including education, information and consultation.
- Designs, schedules, and coordinates open houses, public meetings, and related strategies to engage the public on policy planning projects.
- Builds effective relationships with internal and external stakeholders including the development community to advance projects.
- Negotiates with, and coordinates the input from, the public, applicants, consultants, other Township service areas and departments, Committees, Boards and Commissions, Regional, Provincial and Federal agencies, and the general public on the details of planning policy and development proposals and amendments.
- Provides expert professional evidence at legal proceedings including the Ontario Land Tribunal (OLT) and the overall project management for these hearings together with the Township Solicitor/Lawyer, and dealings with other lawyers/legal representatives, and the OLT.
- Works with legal counsel to prepare for legal proceedings, cross-examination, scope appeals, and engage in mediation and settlement discussions on behalf of the Township to facilitate resolutions.
- Performs field visits, site inspections and attends site meetings with consultants, surveyors, property owners and other agencies to determine opportunities and constraints, compliance with conditions, etc. for policy and development projects.
- Reviews and critically analyses designs, studies, and reports prepared by consultants in regard to planning projects.
- Applies project management practices and issue resolution skill sets to facilitate the achievement of project timelines.



- Project manages policy projects and development reviews utilizing external Township retained consultants and monitors their work and involvement.
- Prepares and coordinates marketing and communication materials/content for policy planning projects (website, social media, surveys, maps, etc.).
- Undertakes research, surveys and studies by collecting, evaluating, summarizing and reporting on data; compiles and analyses information from various sources; identifies and evaluates alternatives, formulates conclusions to balance interests including planning and municipal objectives;
- Undertakes research and analysis and stays informed of current trends in applicable planning policy and legislation, practice and techniques and evaluates their impact on the Municipality.
- Prepares GIS mapping and other data management.
- May serve as the Township designate on external agency Committee(s).
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Four (4) year University Degree in Planning from a Canadian Institute of Planning (CIP) accredited planning program is required.
- Accreditation as a Registered Professional Planner (“RPP”) is required, or confirmation that the accreditation process is underway and advanced.
- Full or candidate membership within the Ontario Professional Planners Institute and Canadian Institute of Planners is required.
- Minimum of four (4) years of Planning experience is required, including a minimum of two (2) years within a Municipal Planning Department.
- Demonstrated experience in municipal planning procedures, land development procedures, and providing expert professional evidence at legal hearings and Tribunals (Ontario Land Tribunal).
- Thorough working knowledge of the *Ontario Planning Act* and regulations, *Ontario Land Tribunal Act*, Provincial Policy Statement, Oak Ridges Moraine Conservation Plan, Greenbelt Plan, Growth Plan and other Provincial policy, legislative, regulatory framework with demonstrated experience in interpreting, applying and translating legislation into policy and by-laws.
- Excellent organizational, analytical, investigative, problem-solving, negotiation, facilitation, report writing, project management, communication, presentation, and public speaking skills
- Proficient in computer applications and experience with Microsoft 365 (Word, Outlook, Excel, Power Point, Teams, Bookings, Tasks, Shifts), Laserfiche, CRM, ArcGIS, iCompass, E-Scribe, City View, application/file tracking software.
- Must be able to communicate and deal effectively and courteously with elected officials, all levels of staff, external agencies, the development community and the public, together with the ability to recognize and respect the need for confidentiality.
- Must be customer service, solution and problem solving oriented in response to a wide variety of issues in a dynamic and fast-paced environment with multiple stake holders.
- Ability to identify, organize and coordinate a variety of job responsibilities with simultaneous deadlines, changing priorities, and multiple reporting relationships, and to coordinate the input of other staff.
- Must be able to synthesize, evaluate and convey highly complex or detailed information in a manner that is clear, concise, and understandable to a variety of audiences.
- Demonstrated ability to apply sensitivity to matters of public interest, political context, including facilitation and negotiation skills.
- Demonstrated ability to work independently as well as be an outstanding member in a cohesive team environment and in a guidance and leadership role with other Planning staff.



Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Excellent verbal and written communication skills required, along with good organizational, analytical, and project management skills.
- Some evening work and/or work outside of normal business hours is required from time to time.
- Access to a vehicle may be required from time to time.
- Must be legally authorized to work in Canada.

Wage Rate: \$45.91 per hour

Vacancy Disclosure:

This posting is intended to backfill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 19, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.