



Position: Planner

Status: Contract, 14 Months (pregnancy/parental leave)

Start Date: August 11, 2025, or sooner if available

Salary Range: \$46.50 – \$56.56/hour, based on 35 hours per week

Location: 9 James Street, Parry Sound, Ontario

Closing Date: 4:00 p.m. Monday, July 7, 2025, resume and cover letter in one PDF document

Overview of the Opportunity

Reporting to the Director, Development Services & Environmental Initiatives (Director), this position will be responsible for evaluating all planning applications, preparing reports and recommendations to the relevant approval authority (Council, Committee of Adjustment, and the Archipelago Area Planning Board). Additionally, this position will perform site visits, liaise with Township departments and external agencies for feedback on development proposals; respond to inquiries regarding general property or development applications and assist with public meetings.

Who we are

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnídoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve shared goals. You like problem solving, expanding your horizons and making positive impacts on your community and beyond.

Why work for us

A progressive team, dedicated to lifelong learning, career advancement and collaboration. Our Administration Office, located in the hub of Parry Sound, overlooks the Seguin River and is only steps away from the Rotary and Algonquin Fitness trail where you can immerse yourself in the beauty of the Georgian Bay shoreline.

In addition to the beauty of the area, in this position you will receive extended group health and dental benefits, access to the Employee and Family Assistance Program (EFAP) and be eligible to participate in the Ontario Municipal Employees Retirement System pension plan (OMERS), should you wish to do so.



What You'll Do

- Prepare and present planning reports and recommendations with respect to development applications.
- Attend Council, Committees, Planning Board and other administrative tribunals.
- Assist and respond to inquiries from the public, staff and Council regarding planning related matters.
- Review and process applications under the Planning Act.
- Provide planning information and professional planning advice.
- Provide input into long-term planning policy, regulation and program development, when requested.
- Offer functional guidance and advice to the Planning Coordinator, as needed.

Administration

- Assist with administrative requirements related to the operation of the planning functions within the Department.

In the interim absence of the Planning Coordinator:

- Process, review and manage planning applications to meet tight legislated timeframes set out in the Planning Act.
- Draft, edit and format various correspondence, reports, agreements, by-laws, minutes and confidential material as required.

Education

- Post-secondary degree in Planning an asset, or related disciplines.
- Planning related professional development courses such as Primer on Planning, Ontario Association of Committees of Adjustment and Consent Authorities (OACA) or Ontario Professional Planners Institute (OPPI) courses an asset.
- Eligibility for Membership with Canadian Institute of Planners (MCIP) and the Ontario Professional Planners Institute (OPPI) and a Registered Professional Planner (RPP) an asset.

Experience and Skill

- Minimum 1-2 years related experience working in the planning field.
- General Knowledge and understanding of the Ontario Planning Act, Municipal Act, Provincial Policy Statement and other related policies and legislation.
- Excellent communication skills with the ability to exercise tact and diplomacy is essential.
- Advanced organization and analytical skills are critical.
- Advanced computer literacy skills utilizing Microsoft Office Suite 365 (PowerPoint, Word, Excel, Outlook, Teams and SharePoint) and GIS mapping.
- Ability to traverse over uneven terrain and comfortable on water to attend site visits, as needed.

Refer to job description, at www.thearchipelago.ca, for a complete description.

Resumes directed to the: Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume in one pdf document and include a preferred work location



We thank you for your interest, however only candidates under consideration will be contacted.

The Archipelago is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Personal information contained in applications will be used for recruitment purposes and collected Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56. Questions about the collection of personal information should be directed to the Manager, Human Resources, Township of The Archipelago, 9 James Street, Parry Sound, Ontario P2A 1T4. 705-746-4243.