

Planning Coordinator– Full-Time

Company

Town of St. Marys

Location

St. Marys Municipal Operations Centre, 408 James Street South

Opening Date

10-Feb-2025 12:00 PM

Closing Date

03-Mar-2025 12:00 PM

About Us

Rich in heritage, culture and community spirit, the Town of St. Marys is located on the Thames River between Stratford and London. Offering a diversity of services, while providing the 7,200 residents with the opportunity to experience a high quality of life, St. Marys is a community with considerable promise.

The Opportunity

Reporting to the Director of Building and Development. In the role of Planning Coordinator, the position manages the application process for Development Applications under the guidance and direction of the Director of Building and Development. The Planning Coordinator actively supports relevant Strategic Projects under Strategic Plan Pillar #6 Housing and essential Departmental documents such as the Official Plan and Community Improvement Plan, by providing research, recommendations, and administration.

Position Details

Status: Full-time

Hours of Work: 35 hours/ week

Days of Work: Monday to Friday

Pay Range: \$26.82 - \$31.38

Key Responsibilities

- Research, interpret and draft by-laws, policies, agreements, Council reports, and documents for the Building and Development Department
- Provide input into the development and evaluation of programs and services
- Draft and issue Zoning Compliance Letters
- Provide accurate zoning information and advice to internal and external individuals and agencies
- Respond to any inquiries, both internal and external as they related to the Building and Development Department
- Responsible for the management, advancement, and determination of timelines of Planning Applications
- Draft and issue documents required by the Planning Act, within the time periods prescribed by the Planning Act to the appropriate recipients as required by the Planning Act (Notice of Complete Application, Notice of Statutory Public Meeting, Notice of Decision etc.)
- Receive and process grant applications to determine compliance with the Community Improvement Plan rules and provincial regulations

Qualifications

- Post-secondary education diploma or degree in a related field
- 3 years related experience (preferably in a government or institutional setting)
- Must have working knowledge of relevant legislation to the position (Planning Act., Municipal Act, Official Plan, and Zoning Bylaw)
- Understanding of Municipal By-Law interpretation, amendments, and operational implementation

- Post-secondary degree with a focus on planning, business administration or public administration

Application Process

All current employment opportunities are listed on our [Avanti Career Connector website](#). Resumes will be accepted electronically through the same website.

We thank all applicants who apply; however, only those selected for an interview will be contacted. In accordance with Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for candidate selection. Upon request, accommodations will be provided throughout the recruitment, hiring, and employment process in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Please contact Human Resources for any accommodation request.