



vallee

Consulting Engineers,
Architects & Planners

G. Douglas Vallee Limited (Vallee) is an architecture, engineering, and land use planning firm based in Simcoe (Norfolk County), Ontario. The firm is a third-generation family business that has enjoyed stability and growth for 60 years with a staff complement of over 30 people. Our unique, integrated collaboration with our in-house project team of Architects, Engineers and Planners within a small firm sets us apart from national and international consultants by providing a complete solution for clients under one roof. We believe in providing exceptional consultation and project development services with a commitment to employee growth and development. We are currently recruiting for the position of:

PLANNER

We are seeking a passionate individual with a post-secondary diploma in land use planning or a closely related field. Our ideal candidate is a Registered Professional Planner (RPP) with 3 or more years of experience in planning or development with a demonstrated working knowledge of the *Planning Act* and related legislation, zoning, and municipal planning/development processes.

The candidate must have good interpersonal and communication skills, both verbal and written. Proficiency in Microsoft Office Suite, AutoCAD, and GIS software are an asset.

Work is primarily conducted in the office with potential hybrid working options. Occasional travelling off-site as needed for meetings, conferences, workshops, and events is required, in addition to limited work outside of regular business/office hours. The candidate must maintain a valid 'G' Ontario driver's license with access to a reliable vehicle.

Role:

Reporting to the Director of Planning, the role is responsible for providing planning-related expertise to support the services and responsibilities of the department. As a Planner, you will perform the following duties, including but not limited to:

- Process a variety of development application types and develop pre-consultation requests.
- Prepare planning justification reports for all types of development applications.
- Conduct research, background review, and assemble planning information with an attention to detail with Provincial Policy, Official Plan and Secondary Plan policies, Zoning By-laws, Application fees, Development Charges, and municipal processes.
- Produce project files and organization of planning information.
- Manage, monitor and track the progress of applications through the review cycle, keeping the development team informed of updates, milestones and challenges.
- Track application submissions and *Planning Act* statutory time frames.
- Monitor municipal council agenda items and keep Planning staff up to date.
- Respond to inquiries (phone, e-mail, and counter) and collect details of the potential project and services required.
- Prepare application forms, development application and clearance packages.
- Prepare draft client authorizations and service estimates.
- Prepare for public open houses, public meetings, and internal staff/client meetings.
- Assist with and/or serves as an expert witness at Ontario Land Tribunal hearings.
- Perform additional duties and undertake special projects as assigned.

Experience & Skills:

- Post-secondary diploma in a related field such as Planning, Geography, or equivalent experience.
- Minimum of three (3) years of consulting or municipal planning experience is preferred.
- Experience with GIS mapping and an ability to read and interpret surveys, building plans, and

architectural drawings is an asset.

- Ability to communicate effectively and courteously with employees, municipal staff, and clients in person, electronically, or by phone.
- Talent for successful interaction with others in a positive, collaborative, and respectful way, building effective working relationships.
- Demonstration of self-regulation, ethical behaviour, and accountability and abides by company policies.
- Highly developed analytical, organizational, literacy, communication (formal/technical writing & oral communication), and inter-personal skills with the ability to cope with competing demands and multiple tasks.
- Knowledge of relevant provincial regulations and codes including the *Planning Act*, as well as relevant municipal by-laws and policies.

Compensation:

- \$85,000-\$120,000 commensurate with experience
- Group RRSP, dental and medical/health benefits included

Interested candidates are encouraged to forward their cover letter and CV to eldondarbyson@gdvallee.ca
All applicants are thanked for their interest but only those to be interviewed will be contacted.

G. Douglas Vallee Limited is an equal-opportunity employer. Accessibility accommodations are available during all parts of the recruitment process; if required, applicants are requested to advise of their needs in advance. Information collected through the interviewing and recruitment process will be used in accordance with the Freedom of Information and Protection of Privacy Act for the purpose of job selection and not for any other reason.