



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

SENIOR POLICY AND HOUSING PLANNER PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Manager of Planning Services, the Senior Policy and Housing Planner provides professional planning expertise for a full range of complex planning projects, research, and analysis within the Planning Division of the Planning and Development Department, with a strong focus on housing. The Senior Policy and Housing Planner will be responsible for the preparation and implementation of a Housing Action Plan and related projects or programs designed to increase the supply of housing in accordance with the Township's Housing Needs Assessment.

The Senior Policy and Housing Planner will be responsible for monitoring provincial and upper-tier planning policy direction, developing responses and strategic initiatives, and implementing key objectives from Council and the corporate business plan. This includes the preparation and/or updating of the Township's Official Plan, Zoning By-law, Design Guidelines, Development Standards, and Community Improvement Plans. This position will provide planning policy recommendations, advice, and guidance to staff, elected officials, consultants, development proponents, stakeholders, and the general public to inform future growth.

Main Duties and Responsibilities

Planning Policy Projects

- Manages and coordinates comprehensive planning policy-related projects, including preparation and/or updating of official plans, secondary plans, zoning by-laws, community planning permit systems, design guidelines and development standards. Some projects may be ongoing or periodic over the long term, while others may require daily management for a specified period.
- Leads the preparation and ongoing management of a Housing Action Plan based on the Township's Housing Needs Assessment, including establishing measurables and reporting back on the status of the project at key milestones.
- Researches and monitors funding opportunities for housing-related initiatives and coordinates the completion of grant applications, including reporting and monitoring.
- Prepares and manages requests for proposals (RFPs), terms of reference and scoping documents for planning studies and projects, outlining the expected project scope, goals and objectives, schedule and deliverables.
- Participates in the selection of and manages consultants/consulting teams retained by the Township to complete specific planning studies within an approved budget, with approval/guidance from the Managing Director of Planning and Development and the Manager of Planning Services
- Supports the Planning Division in the development, coordination, and/or preparation of long-range plans, policies and special studies to guide future growth in alignment with the Township's goals, strategic plan and business plan objectives.
- Monitors project schedules and budgets, and reports to management accordingly.

Planning Policy Review, Research and Development

- Researches best practices to develop the Housing Action Plan for the Township, including the development of appropriate definitions and targets.
- Acquires data related to planning initiatives and provides timely and accurate analysis to help planning and decision-making.
- Identifies and coordinates grant and funding opportunities to accelerate the provision of housing, including attainable and affordable housing.
- Keeps up-to-date on current and evolving planning policy framework at the provincial and upper-tier levels, including general planning, growth, environment, agriculture, heritage, among other policy topics relevant to the Township.
- Undertakes research and specific planning studies related to the development of new policies, initiatives, and/or standards, as directed by Council or senior management.
- Supports planning staff by providing information related to housing initiatives, growth objectives and requirements for long-range land-use plans, policy and master planning studies such as the Official Plan Review, Zoning By-law Review, Community Planning Permit System, etc.
- Conducts other planning research and analysis, as needed, to support the Planning Division's functions and relays information to appropriate staff as required.
- Reviews, understands and critically analyzes new or pending legislation and regulatory guidelines and prepares comments for review by the Manager of Planning Services and/or the Managing Director.
- Conducts research and jurisdictional scans on emerging and relevant policy areas.

Presentations and Communication Functions

- Uses collaboration and facilitation skills to work with senior management, staff, and key community stakeholders on strategies and implementation approaches in the delivery of affordable and attainable housing.
- Prepares and delivers presentations and provides guidance on planning policy projects, municipal growth issues, demographics projections, statistical analysis, long-range land use planning, new or pending legislation and regulatory guidelines, development charges, housing, environmental, heritage and other initiatives and planning matters.
- Reports to Council on key performance indicators for planning projects, specifically housing supply initiatives through the Housing Action Plan.
- Provides expert planning testimony before administrative tribunals such as the Ontario Land Tribunal on behalf of the Township.
- Represents the Planning and Development Department at meetings with community groups, citizens, elected officials, other Township Departments and external authorities and agencies to make presentations, provide input and information respecting planning matters.
- Provides advice and recommendations to Council, appointed committees, and/or advisory bodies, including reports and presentations.
- Participates in local, regional and provincial planning with working groups, community and partnership involvement.
- Researches best practices in other communities and writes reports to summarize and/or synthesize research findings to provide recommendations to staff and Council.
- Responds to inquiries from the public, media, internal and external stakeholders and Council regarding Township planning projects.
- Assists in the preparation of communication pieces, including press releases, emails, information pamphlets and PowerPoint presentations.
- Attends public meetings as needed.

Other Duties

- Assists the Planning Division in the preparation of the Division Operating and Capital Budgets, as well as approve, monitors, and reconciles accounts payable and accounts receivable related to housing programs or projects.
- Participates in continuous professional development opportunities by attending conferences, training

sessions, webinars, and critically reviewing and analyzing journals and publications as budget permits.

- As assigned by the Managing Director or Manager of Planning Services.

Minimum Qualifications and Requirements

- Degree in Urban and/or Regional Planning from a recognized University or College of Applied Arts and Technology.
- Full member of the Canadian Institute of Planners (CIP) and/or Ontario Professional Planners Institute (OPPI).
- At least 5 years of directly related policy planning and project management experience.
- Demonstrated commitment to a collaborative and consultative project management approach.
- Collaboration with internal staff and external consultants on policy projects and initiatives, particularly on housing policy initiatives and strategies.
- Critical thinking, analysis, and evaluation skills with the ability to interpret complex legal and planning documents and policies.
- Excellent verbal and written communication skills and ability to interact effectively with elected officials, the public, municipal staff, regulatory agencies, developers, and others.
- Effective problem solving, project management, co-ordination and organization skills.
- Ability to prepare and make public presentations and to effectively chair meetings.
- Sensitivity to matters of public interest, political context, including facilitation and negotiation skills in resolving concerns and issues.
- Strong research skills in a municipal setting, specifically planning matters.
- Excellent knowledge and experience with provincial planning policies, the Ontario Planning Act, Municipal Act, and development approvals processes.
- A high level of mental effort and concentration is required for extended periods. Must be able to handle large groups of people in public meetings with dignity, tact and diplomacy.
- Demonstrated creativity and adaptability in complicated and difficult situations and in managing demands from stakeholders.
- Expected to perform assigned tasks independently with minimum supervision. The margin of error is slight and could jeopardize the detailed planning process. The scope of the position and skill requirements enable the employee to make operational judgments about the quality, quantity, and timeliness of work assignments.
- Work is subject to statutory and policy deadlines. Effective time management is critical. Work is subject to interruptions from people who require information and assistance, so the ability to multitask and prioritize is essential.
- Excellent interpersonal skills to interact with staff across the organization, developers, consultants, and the public.
- Demonstrated proficiency using MS Office applications (Outlook, Word, and Excel).
- Must possess a valid Class "G" Driver's License and maintain a clean driver's abstract.

Work Location: Township of Centre Wellington Municipal Office (1 MacDonald Square, Elora)

Annual Salary: \$95,412 - \$107,325 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **March 1, at 11:59 p.m.** Please quote job posting '2026-16' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.

No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).