



BONFIELD TOWNSHIP

365 HIGHWAY 531

Telephone: 705-776-2641

BONFIELD ON P0H 1E0

Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is currently seeking an experienced and highly motivated individual to assume the responsibilities of a

Planning Administrator

The Township of Bonfield is an ambitious growing community with a mix of urban and rural properties and a population of 2146. We are centrally located along Hwy 17 East between North Bay and Mattawa Ontario. The area features wonderful outdoor and recreation opportunities with just a short trip to the city.

Reporting to the Chief Administrative Officer-Clerk, The Planning Administrator is responsible for administering and processing development applications submitted under the *Planning Act* and other applicable legislation, ensuring all statutory requirements and timelines are met. The Planning Administrator also assists the Chief Administrative Officer with economic development initiatives, including business retention and expansion, investment attraction, community promotion and implementation of the Township's Economic Development Strategy. Through these responsibilities, the position advances the Township's economic and community development priorities. A full description is available on the website www.bonfieldtownship.com.

The ideal candidate will possess the following:

- Minimum college diploma or certificate in a related discipline from an accredited college / university
- AMCTO Municipal Administration Program, Primer on Planning and Land Use Law courses is considered an asset, or willingness to obtain
- Two (2) years municipal experience in a related field preferably in a Clerk's Department
- Strong interpersonal and public relations skills, interact effectively and courteously with all stakeholders with excellent communication skills
- Work under pressure to meet deadlines and /or peak period workloads
- Proficient in Microsoft Office, Adobe, and excellent computer skills
- Demonstrated experience in political acuity, customer service delivery, conflict resolution and confidentiality
- Thorough understanding of the Planning Act, Municipal Act, Municipal Freedom of Information and Protection of Privacy Act and other pertinent legislation related to the position

This position offers a comprehensive benefit package including OMERS as provided in the Collective Agreement. The starting wage will be \$30.53/hr based on a 40-hour work week.

Please submit cover letter and resume to the undersigned. Applications will be accepted until Friday, October 2, 2026; the position will remain open until a suitable candidate is found.

Nicky Kunkel

CAO Clerk Treasurer

365 Hwy 531 Bonfield ON P0H 1E0

Cao.clerk@bonfieldtownship.com

We thank all applicants for their interest in this position, however, only those selected to be interviewed will be contacted. Please respond by one method of application only. The Township is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Job Description: Planning Administrator

Position Overview

Reporting to the Chief Administrative Officer-Clerk, The Planning Administrator is responsible for administering and processing development applications submitted under the *Planning Act* and other applicable legislation, ensuring all statutory requirements and timelines are met. The Planning Administrator also assists the Chief Administrative Officer with economic development initiatives, including business retention and expansion, investment attraction, community promotion and implementation of the Township's Economic Development Strategy.

Responsibilities:

- Responds to inquiries pertaining to the Township's Official Plan, Zoning bylaws and related regulations, policies and procedures and educates all stakeholders on planning policies
- Receives, reviews, and fully processes planning applications for development including site plan control, minor variance, consents, road closures and shore road licenses, and subdivisions
- Ensures all public notices for planning applications are completed and posted as required
- Works with planning consultants as necessary to prepare reports on planning applications and matters within the Township
- Submits planning appeals creating the Clerk's Record, all affidavits and supporting documentation
- Prepare agendas, minutes, and correspondence for Planning Committees
- Attends evening meetings and acts as the administration and recording secretary for Planning Committees and executes decisions and resolutions of Council pertaining to planning
- Provides on-going planning advice to the Township regarding Official Plan conformity and provincial policy statement
- Assists with implementation of the Economic Development Strategy; working with businesses, organizing networking opportunities, creating reports and policy related to community growth
- Ensures maintenance of the Geographic Information System
- Responds to compliance letters and building permit applications for zoning compliance
- Assists with general policy development for Township matters
- Maintains department and property records according to the retention policy
- Attends and presents at evening Council meetings as requested
- Such further duties as may be determined by the CAO from time to time

Required Abilities, Knowledge, and Skills

- Strong interpersonal and public relations skills, interact effectively and courteously with all stakeholders with excellent communication skills
- Work under pressure to meet deadline and /or peak period workloads
- Proficient in Microsoft Office, Adobe, and excellent computer skills; working with GIS and websites
- Demonstrated experience in political acuity, customer service delivery, conflict resolution and confidentiality
- Thorough understanding of the Planning Act, Municipal Act, Municipal Freedom of Information and Protection of Privacy Act and other pertinent legislation related to the position
- Ability to research, read and interpret municipal planning documents and surveys and other related legislation
- Must have and maintain an Ontario Drivers "G" License



BONFIELD TOWNSHIP

365 HIGHWAY 531

Telephone: 705-776-2641

BONFIELD ON P0H 1E0

Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Education and Experience

- Minimum college diploma or certificate in a related discipline from an accredited college / university
- AMCTO Municipal Administration Program, Primer on Planning and Land Use Law courses or willingness to obtain
- Two (2) years municipal experience or in a related field preferably in a Clerk's Department