INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Planner
Job Posting #: 2026-22
Department: Planning Department
Location: Hopeville Administration Office – 185667 Grey Rd 9, Dundalk
Status: Full-time
Hours per Week: 35 hours
Salary / Wage: Will be placed in a pay band consistent with qualifications and experience. $68,050 - $96,023 annually
Application Due Date: December 7, 2026, at 2:00 p.m.

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County.
"Rooted in community, embracing our future", our mission is to provide enhanced and reliable municipal services for Southgate's community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) full-time position of **Planner** in our Planning Department.

Job Duties:

- Full range of advisory services and information to customers, staff and Southgate Council to ensure good land use planning across the entire municipality.
- Preparation of applications for circulation and processing, attend meetings, issuing notices, zoning compliance checks, and certifying conditions. Review and prepare reports on a variety of planning applications and policies and make presentations to Committee and Council as required
- Provide accurate and technical information and opinions to applicants, consultants, developers and the general public for phone inquiries, hold pre-consultation meetings to confirm complete applications and to assess fees in advance of the start of the planning approval process. Liaise with other municipal staff, provincial ministries, and agencies.

Qualifications:

- Post secondary degree in Urban Planning and Regional Planning or related field OR Certified Planning Technician is a requirement of this position.
- Registered Professional Planner (RPP) designation a preference.
- Experience in municipal planning a preference.

For a complete job description and further information please visit the Employment Opportunities section of our website (**www.southgate.ca**).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-22** by **December 7, 2026 at 2:00 p.m.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.