

**Planning Administrator
(Full-Time Permanent)**



The position: The successful candidate will be a dynamic, outgoing individual, who enjoys a multi-faceted role involving communication, customer service and office administration. Multi-tasking is an essential part of the position, and strong verbal communication and writing skills are a must. This is a full-time contract position, with no defined end date.

This position is the first point of contact for developers and residents who are wishing to modify zoning and land use or create/modify parcel fabric layout within the Municipality's jurisdiction. This individual provides planning advice, guidance and recommendations to Council and the general public on matters relating to the development and use of land. The position is focused on providing advice based on policies and governing documents issued by the Province and the Municipality, for consistency with long-term goals. This position also provides support, guidance and advice on matters relating to legislative requirements pertaining the building and by-law departments.

Qualifications:

- Post-secondary training in planning or equivalent experience.
- Two (2) years of working experience preferably in a planning environment.
- Registered Professional Planner with OPPI and CIP (preferred).
- Completion of AMCTO, AMO, or OACA courses, if no post-secondary training in planning, is considered an asset.

The scheduled hours for this position are 35 hours per week, Monday to Friday from 8:30 to 4:30 p.m., with an hour provided for lunch. The salary is \$40.71 to \$48.60 per hour (2025 Rates). Only those applicants selected for an interview will be contacted.

The Municipality of Callander is focused on growing thoughtfully, striving to preserve our natural charm and local character. Their future is focused on supporting the needs of our residents, and we envision a vibrant downtown and waterfront that enhances our community's well-being, attracts visitors and fosters gentle economic growth.

Their mission is to enhance the quality of life for all residents through accountable governance, responsible management of resources, and fostering a vibrant community spirit. Callander is committed to thoughtful growth that respects our natural landscape and history, supports our local economy and ensures a peaceful, thriving community for current and future generations. The Municipality has five (5) core values:

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|------------------|------------------------|-----------------|
| - Accountability | - Community Spirit | - Collaborative |
| - Preservation | - Community Well-Being | |

If you think you would be a great fit in our team, we look forward to hearing from you!

The Human Resources Policy is available for review, upon request.

- Qualified Candidates are invited to submit a cover letter and resume marked Confidential no later than Thursday October 9th, 2025, at 4:30 p.m. to:

Human Resources, Municipality of Callander
280 Main Street North, PO Box 100, Callander, ON P0H 1H0
Email: humanresources@callander.ca

The Municipality of Callander is dedicated to maintaining a diverse, fair and equitable work environment and welcomes submissions from all qualified applicants. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information submitted will be used for the purpose of determining suitability for this position only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.