

## **Heritage Planner II (Full Time Permanent)**

(Job # 2021-054-IE)

**Department:** Development Planning, Development Services  
**Status:** Permanent, Full Time  
**Date Posted:** September 22 2021  
**Date Closing:** **October 6, 2021 4:30 p.m.**  
**Scheduled Hours/Shifts:** 35 hours per week, flexibility is required  
**Salary:** \$68,689 - \$83,571 per year

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**Position Purpose:** Reporting to the Manager of Development, this position is responsible for professional recommendations for development applications associated with cultural heritage resources, maintenance of the Town's Built Heritage Inventory, liaison between Heritage Advisory Committee and the department and the development of appropriate policies and guidelines to support cultural heritage conservation in the Town. Major responsibilities include: providing guidance and professional advice to internal Town staff, Council, the Heritage Advisory Committee, and the general public regarding Whitchurch-Stouffville's cultural heritage resources, policies and processes; reviewing and evaluating a variety of development and planning applications relative to cultural heritage conservation and planning; providing recommendations to Council on cultural heritage matters; reviewing Cultural Heritage Impact Assessments, Cultural Heritage Evaluation Report, Documentation and Salvage Reports, Archaeological Assessment and Conservation Plans; reviewing and approving Heritage permits, conducting research and analysis relating to cultural heritage resources; conducting site inspections related to various Planning applications to assess features of cultural heritage compatibility; primary point of contact on heritage matters and representing the Development Services Department on cultural heritage planning interests of the Town; as well as other duties as assigned by management.

### **Qualifications and Requirements:**

- University Degree in Urban Planning, Architecture or Urban Design or equivalent combination of education and experience; as well as candidate, pre-candidate or full membership with OPPI or CIP.
- Membership with the Canadian Association of Heritage Professionals (CAHP) preferred; Intern membership may be considered.
- Up to four (4) years of Planning or heritage consulting experience particularly in the area of cultural heritage planning and urban design, Municipal Planning experience is strongly preferred.
- Extensive knowledge of the heritage field, including technical knowledge in the analysis of cultural heritage, architectural heritage, cultural landscapes and heritage planning.
- Proficient knowledge of Provincial Policy documents, and legislation such as Ontario Heritage Act, Planning Act, Cemeteries Act, Official Plans and Zoning By-laws.
- Knowledge of provincial and federal guidelines including the Standards & Guidelines for the Conservation of Historic Places, the Standards and Guidelines for Consultant Archaeologists, and the updated Ontario Heritage Toolkit.
- Experience working with municipal heritage committees and municipal councils.
- Excellent verbal and written communication skills.
- Advanced interpersonal skills, with ability to interact effectively with municipal staff, developers, consultants, residents, businesses, other government/agencies.
- Problem-solving skills, discretion and good judgement when handling sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Effective research and organization skills; ability to prioritize and meet deadlines regularly.
- Superior customer service orientation with a focus on ensuring effective services; positive, professional attitude.
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint. GIS skills considered an asset.
- High degree of accuracy, attention to detail and record keeping skills.
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads.
- Valid Ontario Class "G" Driver's License in good standing.

### **How to apply:**

Please forward your resume in confidence by **October 6, 2021 at 4:30pm** identifying **Job # 2021-054-IE - Last Name, First Name** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please send application in one single file saved in PDF format.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**