

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and comprises the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect place to live, work and play. We can't wait for you to join our amazing team.

We have an opportunity for a temporary full-time **Planning Technician & Secretary Treasurer to the Committee of Adjustment** to join our team. Reporting directly to the Director of Development Services, the ideal candidate will support the process of reviewing and evaluating a range of development applications with a primary focus on Committee of Adjustment and Site Plan applications. This position will also assist with the reviewing of building permits for the purpose of confirming zoning compliance and granting zoning approval. This position is accountable for managing the Department's CGIS program and all planning-related databases within the CGIS program. The successful incumbent will also assist the Senior Planner with the preparation of Committee and Council presentations and materials for public meetings.

**Hourly rate of \$36.16 - \$44.44 (plus 6% in lieu of vacation)**

*Please note, this is a contract position contingent upon funding provided by an external agency. The length of the contract is not expected to exceed 3 years; however, may be less depending on decisions made by the external funding agency, which the Municipality does not control.*

**The ideal candidate will have:**

- University Degree in a planning, public administration or business related field or College Degree in a Planning Technician program with 2 to 3 years of progressive experience in a Planning Technician role.
- Successful completion of AMCTO "Municipal Administration Program" and the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) "Primer on Planning" course and/or related/equivalent training would be an asset.
- Basic understanding of the various Provincial, Regional, and Municipal plans and policies, the Ontario Planning Act and knowledge of statutory public notice requirements and procedures
- Proficient computer knowledge and possess excellent communication skills.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at [cwoods@mississippimills.ca](mailto:cwoods@mississippimills.ca). The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on May 30, 2025**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

***The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated, and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.***

***If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.***

*Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.*