

Position Title: Urban Planner  
Location: Toronto or Hamilton Office  
Department: Planning  
Close Date: *Open until filled*

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*Bousfields Inc. is a pre-eminent planning firm in Ontario with special expertise in community design, planning, policy, urban design, development approvals, community engagement and project management. With offices located in downtown Toronto and Hamilton, we have an immediate opening for an **Urban Planner** in our Toronto or Hamilton office to support our growing team.*

### Position Summary

As a member of the Planning team, the **Urban Planner** will play a key role in creative problem-solving and solution-finding to support senior professional staff in meeting project and client objectives, preparing reports, and conducting research in a timely and responsive manner. This position requires some prior experience in Urban Planning in a professional services or consulting firm and the ability to adapt to a creative and fast-paced environment. Strong written and verbal communication and presentation skills are required. The successful candidate will collaborate with a range of clients, consultants, government agencies, and other experts.

*This position will be a hybrid working role with some requirement to be in the office.*

### Position Responsibilities

- Assist in writing sections of planning rationales, such as site and surrounding sections, and conduct reviews of existing and planned area context development applications.
- Assist in the preparation of presentation materials to the public, committees and councils, clients and stakeholders.
- Assist in the review of development proposals and site plans for compliance with policies, regulations, and guidelines
- Assist with the preparation of accurate and organized materials for Ontario Land Tribunal (OLT) hearings.
- Collect, conduct, and prepare research data and information on a variety of properties across the GTHA (and other municipalities as required) including Official Plan policies, zoning, and staff reports used as basis for preparing reports, memos and other related materials.
- Perform professional work related to a variety of advanced planning assignments and land use projects.
- Assist with application preparation and submission of simple applications.
- Collaborate with clients, consultants, government agencies, and other experts.
- Attend and/or monitor community consultations, evening and weekend meetings as required.
- Carry out site visits, taking notes, and photography as required.
- Assist in the coordination of multi-disciplinary project teams for non-complex projects.
- Maintain project files and records.

### Qualifications

- Minimum of two to four years of experience in land use planning and development approvals, ideally in a consulting or professional services firm.
- Proficiency in software programs, including O365 and Adobe Creative Suite (In-Design, Illustrator, Photoshop)
- Bachelors or Graduate degree in Urban Planning, or a related program, from an accredited university.
- Strong verbal, written, and presentation skills and expert graphic communication skills using a variety of media.
- Demonstrated ability to write clear, logical, and concise reports, letters, and memoranda; demonstrated ability to be able communicate effectively.
- Analytical, research, and interpretive skills; ability to work independently in identifying and interpreting research findings and reaching practical conclusions.
- Ability to convey general understanding of planning and urban design policy context.
- Self-motivated and strong organization skills.

- Good understanding of the importance of providing excellent client service. Ability to develop relationships with municipal staff.
- General knowledge of the Ontario Land Tribunal and its processes.
- Knowledge of planning act, provincial and municipal policy and regulatory framework and other relevant legislation.
- Familiarity of official plan amendments, zoning amendments, site plans, minor variances, consents, and subdivisions.
- Membership (or eligible for membership) in professional associations such as the Canadian Association of Certified Planning Technicians or Ontario Professional Planners Institute an asset.

Please submit your cover letter and resume to [careers@bousfields.ca](mailto:careers@bousfields.ca).

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

*Bousfields is an equal opportunity employer which values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.*