



## Employment Opportunity: Planner or Planning Assistant

Township of Havelock-Belmont-Methuen

Salary Range: \$77,750 - \$89,897 (Planner) or

\$66,996 - \$77,708 (Planning Assistant)

Closing Date: The posting will remain open until a suitable candidate is selected; no application deadline has been set.

The Township of H-B-M is currently seeking a full-time, permanent **Planner**. Reporting to the Chief Building Official, the Planner will be responsible for interpreting and providing technical information, advice and assistance to Council, staff, developers, lawyers, the business community, and the public regarding land use planning matters. Other duties include advising on growth management, economic development, and performing a variety of tasks relative to assigned areas of responsibility, including the review of building permit applications to ensure compliance with land-use planning legislation.

The ideal candidate will possess a Registered Professional Planner (RPP) designation.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) and competitive salary that corresponds with education, experience and working abilities. A detailed job description can be found on the Township website at [www.hbmtwp.ca](http://www.hbmtwp.ca).

While full qualifications will be an asset, less qualified candidates who may be working towards the RPP designation may be considered for the position of **Planning Assistant** with the opportunity for advancement. A detailed job description can be found on the Township website at [www.hbmtwp.ca](http://www.hbmtwp.ca).

Interested candidates are invited to submit a CONFIDENTIAL detailed cover letter and resume, clearly marked with the position title 'Application – Planner' or 'Application – Planning Assistant' by e-mail or regular mail to:

Kayla Spooner  
Deputy Treasurer  
Township of Havelock-Belmont-Methuen  
P.O. Box 10, Havelock, ON K0L 1Z0  
[kspooner@hbmtwp.ca](mailto:kspooner@hbmtwp.ca)

*Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.*