

Planner

Township of Elizabethtown-Kitley



Position Profile and Candidate Brief

February-March 2026

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Introduction

I am delighted to present this Position Profile for the Planner, prepared on behalf of the Township of Elizabethtown-Kitley.

I trust that this document will provide you with all necessary background information on the Township of Elizabethtown-Kitley, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Township of Elizabethtown-Kitley are available on the website: <https://www.ektwp.ca/>

On behalf of Legacy Partners and the Township of Elizabethtown-Kitley, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Best Regards,



Kartik Kumar, Partner
Legacy Executive Search Partners
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Township of Elizabethtown-Kitley Overview

Elizabethtown-Kitley Township is a flourishing rural community with the added benefit of a nearby urban setting. It is an ideal place to call home for those who appreciate a peaceful rural lifestyle, balanced with an abundance of recreational opportunities and a strong sense of community. Located in southeastern Ontario, this vibrant township within the United Counties of Leeds and Grenville is known for its picturesque beauty, safety, and diverse population of approximately 10,000 residents.



Elizabethtown-Kitley offers the perfect blend of natural beauty, modern amenities, and community engagement. Whether you enjoy exploring scenic parks, participating in sports, attending cultural events, or simply enjoying a peaceful walk in the woods, Elizabethtown-Kitley provides a great quality of life. It's a place where you can easily connect with nature and your neighbors while benefiting from a welcoming, family-oriented atmosphere.

The Township of Elizabethtown-Kitley and its surrounding region are a hub of activity in terms of festival events, whether it is spring, summer, fall or winter. And whether your interest is in food, agriculture, boat racing, music and the arts or Christmas activities, the area is sure to offer something for the young and old alike.

Regular seasonal activities starting in spring and running into summer include Farmer's markets, a multicultural festival, annual Hydroplane Boat Race and high performance boat Poker Run, Art Colony tours in the homes of local area artisans, Shakespeare in the Park, Canada Day celebrations, and the Tall Ships Festival (every 3 years) on the water's edge. The fall and winter offer up excellent agricultural events like Cornfest and Maple Syrup Festivals in various communities in the region, along with long standing fairs such as Delta Fair and Spencerville Fair. Many festival also have a heritage theme and during the Christmas season, there are events abound – from concerts, to theatrical presentations, etc. For a much considered "small town", Elizabethtown-Kitley and its surroundings have big city appeal in terms of the many things to do and see, albeit all deliver a certain hometown charm that cannot be matched anywhere!

Elizabethtown-Kitley also boasts a municipally run business park, and many leading businesses and industries are located within the Township – including nationally and internationally recognized names such as Burnbrae Farms and James Ross Limited (member of IBS Paper Performance Group). The community has a unique blend of businesses and industries, allowing residents to enjoy a rural lifestyle with urban conveniences for business and family.

The Township of Elizabethtown-Kitley is served by a variety of educational institutions, including English Public, English Catholic, French Public, and French Catholic school boards. There are also a number of Post-Secondary College and University campuses within a two-hour drive. Elizabethtown-Kitley provides affordable residential real estate, including rural residential and heritage homes, hobby farms and full agricultural operations, village settings, and subdivisions. This makes the Township of Elizabethtown-Kitley a desirable place to live, work and raise a family.



The main municipal office of Elizabethtown-Kitley is located approximately 20 minutes away from the Brockville General Hospital and 40 minutes away from the Smiths Falls & Perth District Hospital. The Fire and Emergency Services, also known as the Elizabethtown-Kitley Fire Department (EKFD) is comprised of a dedicated group of volunteers responding to calls from three Fire Stations.

Opportunities Ahead

Elizabethtown-Kitley is pioneering innovative housing solutions, including a partnership with Campus Habitations to develop workforce housing on a 30-acre former fairgrounds site. This project will feature 680 affordable rental units and is a welcome addition to the growing township. Uniquely, the project will offer a variety of options, from single-room suites with a shared kitchen to multi-bedroom apartments, as well as recreational amenities including walking trails, a basketball court, a beach volleyball court, and a rink. In addition, the Township has acquired 140 acres on the Brockville border, with plans for a mixed commercial use development, focused on boosting industry.

[Source: Business View Magazine](#)

Learn More about the Township:

[Township of Elizabethtown-Kitley Website](#)
[Facebook](#)
[Instagram](#)



Detailed Description of Key Projects This Role Would Participate In

Row's Corners Fairground

The Township is working with a developer to construct an apartment development on unused municipal fairgrounds. For more information, please consult the following report in the local press: [Apartment development planned for Row's Corners | Brockville Recorder & Times](#)

North Augusta Road Development

The Township's sole business park, situated between Spring Valley and Tincap, has fewer than 25 acres remaining, with negotiations currently ongoing for 8 of these acres and several inquiries on the remaining acreage. In 2021, the Township acquired nearly 140 acres of land bordering on nearby City of Brockville with the intention of establishing a new industrial park to accommodate future employment growth.

A Planning Rationale has recently been completed for these lands with a recommendation of:

- Official Plan Amendment (OPA) to the United Counties of Leeds and Grenville Official Plan, redesignating the lands from Rural to Locally Significant Employment Area (LSEA);
- An Official Plan Amendment (OPA) to the Township of Elizabethtown-Kitley Official Plan, redesignating the lands from Rural to Industrial/Business;
- A Zoning By-law Amendment (ZBLA) to rezone the lands from Rural (RU) to Business Park Industrial (MBP-H), subject to Holding provisions and Site Plan Control.
- The Planner will be leading in this process and the subsequent development of these lands for a new industrial/business park.

Other Significant Development Projects

There are also several larger scale residential and industrial development projects that the Township is anticipating coming forward, these include:

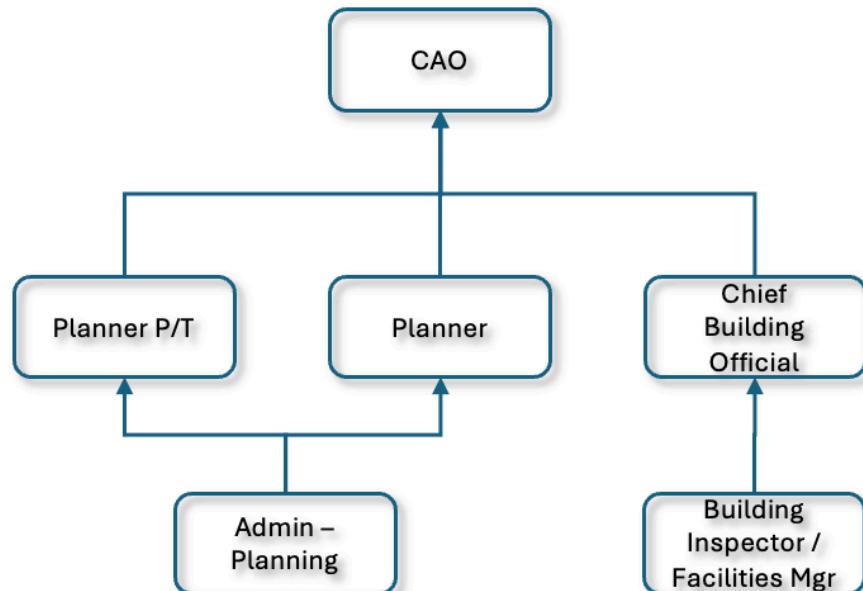
- Deerbourne Estate Development - Over 165 acres of land in the Thousand Islands Region on the St. Lawrence River will be home to some 77 residences.
- Hallecks Road / County Road 2 development of approximately 100+ residential lots, along with one commercial lot and one for a retirement home
- Woods Road/Rowsome Road – 13 ha industrial/commercial development with proposed gas station and convenience store, landscape depot, 8 retail units with 40 residential units above, contractor's yard, and storage facility

Planning Policy

The new Planner would participate in the United Counties of Leeds Grenville Growth Management Strategy and ultimately the Counties Official Plan Review in 2026.

The Township's Official Plan will be updated in 2028 with a Zoning bylaw update following the possible development of a Community Improvement Plan.

Organizational Chart



Job Description

Position Summary:

Reporting to the Chief Administrative Officer (CAO), the Planner is responsible for providing professional planning services to support the Township's coordinated, efficient, and transparent development process. This role leads the administration and review of planning applications under the Planning Act, including Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision and Condominium, Site Plan Control, and Committee of Adjustment applications.

The Planner ensures that development proposals are processed in a timely and consistent manner while delivering professional planning opinions, recommendations, and policy advice to Council, Planning Advisory Committee, Committee of Adjustment, staff, and the public. Working collaboratively with the Chief Building Official and other municipal departments, the Planner interprets and applies planning policies, by-laws, and legislation to achieve orderly, sustainable growth aligned with the Township's strategic objectives.

This role plays a key part in advancing policy development, public consultation, and continuous improvement initiatives, while also supporting organizational effectiveness through sound planning judgment, stakeholder engagement, and operational excellence. The salary range for this role is \$88,965 - \$100,098 for a 35-hour work week.

Key Responsibilities:

Planning Leadership & Application Management

- Receive, review, analyze, and process a wide range of development applications including Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision and Condominium, Site Plan Control, Part Lot Control Exemptions, and Committee of Adjustment applications (variances and consents).
- Conduct pre-consultation meetings with applicants to provide guidance on planning policies, submission requirements, and approval processes.
- Assemble and evaluate technical information and prepare professional recommendations regarding planning applications.
- Undertake site inspections, research, and mapping review in support of application analysis and reporting.

Policy Development & Planning Advisory Services

- Interpret and provide advice on the Township's Official Plan, Zoning By-law, the Planning Act, and related provincial and municipal legislation.
- Assist in the review and updating of the Township's Official Plan and Zoning By-law, including facilitation of meaningful public consultation processes.
- Prepare comprehensive reports, recommendations, and draft by-laws for Council, Planning Advisory Committee, and Committee of Adjustment.
- Provide professional planning opinions and guidance to Council, committees, staff, and members of the public.

Council, Committee & Public Engagement

- Attend Council, Planning Advisory Committee, and Committee of Adjustment meetings to present reports, respond to inquiries, and provide professional advice.
- Communicate clearly and diplomatically with applicants, residents, developers, consultants, and stakeholders regarding planning matters.
- Support transparent and defensible decision-making through clear documentation and public reporting.

Interdepartmental Collaboration & Development Coordination

- Work closely with the Chief Building Official, Building Inspectors, Public Works staff, and other departments to ensure planning applications meet Township development standards.
- Assist with the preparation and administration of site plan, pre-servicing, subdivision, and development agreements.
- Support integrated service delivery by coordinating planning reviews with engineering, building, and infrastructure considerations.

Financial, Contract & Project Management

- Work with the CAO to support preparation of the Department's annual operating budget in alignment with Council priorities and strategic objectives.
- Oversee the development and administration of tenders and contracts for consulting services related to planning projects and studies.
- Contribute to special projects and continuous improvement initiatives within the Department as assigned.

Governance, Risk & Legal Support

- In consultation with legal counsel and senior management, assist in representing the Township before boards, courts, and tribunals related to planning matters.
- Ensure planning processes and recommendations comply with statutory requirements and legislative frameworks.
- Support defensible decision-making and policy development through consistent interpretation of legislation and best practices.

The Ideal Candidate

Education & Certifications

- University degree in land use planning, geography, or a related discipline, or an equivalent combination of education and professional planning experience.
- Full membership, or eligibility for full membership, in the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI), with Registered Professional Planner (RPP) designation in good standing.
- Valid Ontario Driver's Licence with the ability to use a personal vehicle as required.

Experience

- Experience reviewing and processing development applications under the Planning Act, including Official Plan Amendments, Zoning By-law Amendments, Site Plans, Subdivisions, Condominiums, and Committee of Adjustment matters.
- Experience working in a municipal planning environment with exposure to Council and committee processes.
- Demonstrated ability to conduct pre-consultation meetings and guide applicants through planning approvals.

Legislative & Policy Expertise

- Strong knowledge of the Planning Act, Municipal Act, Provincial Planning Statement, and related land use legislation.
- Ability to interpret and apply Official Plans, Zoning By-laws, and municipal policies in a consistent and defensible manner.
- Experience supporting or contributing to Official Plan and Zoning By-law updates and policy reviews.

Advisory & Decision-Support Skills

- Demonstrated ability to prepare professional reports, recommendations, and draft by-laws for Council, Planning Advisory Committee, and Committee of Adjustment.
- Provides sound, balanced planning opinions that support informed decision-making.
- Experience presenting technical planning matters in a clear and accessible way to non-technical audiences.

Analytical & Problem-Solving Ability

- Demonstrated ability to analyze complex development proposals with attention to detail and legislative compliance.
- Ability to assess risks, identify issues, and recommend practical solutions within statutory frameworks.
- Strong research, mapping, and documentation skills.

Organizational & Project Management Skills

- Ability to manage multiple files and deadlines in a high-volume, deadline-driven environment.
- Experience contributing to special projects and continuous improvement initiatives.
- Demonstrated ability to work independently with minimal supervision while maintaining accountability.

Timeline

I trust this Position Profile has enabled you to decide whether the position of Planner at the Township of Elizabethtown-Kitley interests you. **If you wish to be considered for the role, please apply with a cover letter and your resume to Kartik Kumar at careers@lesp.ca by March 12, 2026 @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Township of Elizabethtown-Kitley are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

