

gladki planning associates

Gladki Planning Associates is looking for an Intermediate Planner to join its award-winning planning practice in Toronto.

Why Work Here

Gladki Planning Associates Inc. (GPA) is a planning consulting firm driven by a strong sense of duty to the public interest. We are a full-service consultancy with thriving practices in municipal planning policy, affordable housing development, and public & stakeholder engagement. Our planners enjoy the intellectual challenge of tackling some of our region's most complex planning issues and produce innovative deliverables for our clients. We seek out projects that align with our values and strive to promote social justice, truth & reconciliation, sustainability, and healthy communities through each of our projects and our individual actions.

Working at GPA, you will be exposed to a diversity of planning work including policy projects, local area planning, development approvals, OLT and TLAB appeals, and public & stakeholder engagement. We are a small (but mighty!) team. You will have the opportunity to take on project management responsibilities with support and apply experience gained elsewhere to new challenges. Our whole team participates in business development and proposal writing and we encourage our planners to go after projects that excite them. We value and support professional development and networking.

Salary Range

The salary for this position will depend on the skills and experience of the selected candidate. We are looking for an intermediate planner with approximately 4-5 years of professional experience, in planning or other fields. The salary range is \$70,000-\$80,000 annually and will be negotiated on an individual basis.

Start Date

We are looking for immediate support on several projects. We anticipate an early-June start date.

Contract Duration

This is a 12-month contract with the potential to renew and/or become full-time permanent upon completion.

Hybrid Work Environment

GPA has a hybrid work environment. We have office and meeting space available in downtown Toronto but we are fully set up for remote work and collaboration as well. In-person attendance is required for occasional client meetings, site visits, public consultations, and GPA team meetings. Expect to be in the office at least two days per week.

Key Job Responsibilities

We welcome candidates who are generalists or who come with niche skills in policy development, development approvals, or engagement.

- Take on project management responsibilities for projects with increasing complexity;
- Research, analyze and summarize policy documents, zoning by-laws and background studies;
- Collaborate with interdisciplinary teams to develop plans at a variety of scales (area planning to site-specific plans);
- Coordinate (with support) development work including applications for Official Plan Amendments, Zoning By-law Amendments, and Site Plan Approval;
- Contribute to writing a variety of planning reports and client deliverables;
- Develop engagement plans and strategies for creative and equitable in-person and virtual consultation;
- Prepare and coordinate logistics for engagement activities, including preparing engagement materials (boards, interactive activities, slide decks, surveys, discussion questions, etc.), promotion and advertising, and using online engagement platforms.;
- Facilitate a variety of in-person and virtual public and stakeholder consultation events, including public open houses, pop-up events, stakeholder workshops, activities for youth and families, and meetings with elected officials;
- Represent clients at the Committee of Adjustment and support the firm's Registered Professional Planners in preparation for OLT and TLAB appeals; and
- Participate in the preparation of proposals in response to RFQs and RFPs, including the development of work plans and budgets.

Desirable Skills

- A Masters degree in urban planning, or equivalent experience;
- Excellent writing skills, verbal communication skills and interpersonal skills;
- Highly organized and resourceful with good project management and multi-tasking skills;
- Evidence that you can apply your knowledge of land use planning principles and the planning framework within Ontario to policy and/or development approvals work;
- Solid understanding of the development approvals process in Ontario municipalities;
- Awareness of best practices of public engagement, outreach and plain-language communication;
- Commitment to and knowledge of best practices for equity, diversity and inclusion;
- Familiarity and/or experience with a range of digital engagement and meeting platforms (e.g., Zoom, Microsoft Teams, Cisco WebEx, Bang the Table's EngagementHQ);
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint);
- Understanding of AODA compliance and preparing accessible PDF documents considered an asset;

- Urban design experience considered an asset;
- Skills in Geographic Information Systems (GIS) or SketchUp considered an asset; and
- A love of learning and energy to tackle new intellectual challenges.

Applicants who are excited by the position but may not meet every criteria are encouraged to apply. Use your cover letter to articulate why you are a good fit and how you plan to overcome any skills gaps.

How to Apply

If you are interested in joining our team, please submit your CV and cover letter to Lindsay Toth, Principal, by e-mail ltoth@gladkiplanning.com. Please include a short (1-2 page) professional writing sample.

If you require any accommodations to apply, please contact us.

The deadline for applications is **Sunday, May 18** at 11:59 PM but applications will be reviewed on a rolling basis and it is possible that the position may be filled before then. We encourage you to apply as soon as possible.