



**R.E. MILLWARD +  
ASSOCIATES LTD**

planning and development services

## WE'RE HIRING A LAND USE PLANNING PROFESSIONAL!

R.E. Millward + Associates Ltd. is looking for a dynamic, thoughtful and self-motivated planner to join our firm as a Planning Associate. We are seeking a talented individual who is energized about the planning field and wants to be part of an inclusive and committed team involved with planning in this vibrant city. We are a multi-disciplinary firm that combines a relaxed, friendly and collaborative office environment with the opportunity to co-lead and contribute to a wide variety of projects. We offer flexible working hours, health benefits, and a hybrid work environment.

The successful candidate will possess the strong work ethic and innovative thinking that our public and private sector clients have come to expect in our projects. You are curious, diligent, and self-motivated, and are excited by working within the urban context.

The firm's approach is rooted in a philosophy of city building, collaboration, integrity and quality research. Our methodology results in sound, implementable strategies that draw upon a diversity of views and ideas. Our final reports and recommendations become truly useful decision-making tools for our public and private sector clients. Our work is multi-faceted, ranging from projects involving single buildings to transit corridors for public, private and institutional clients. We undertake planning studies, planning approvals, research, due diligence and provide strategic advice to clients in the public and private sector. We are a small team of professionals committed to building a livable, sustainable region and an outstanding city.

### Responsibilities

- Project management including public sector studies, due diligence, and development approvals
- Preparing planning reports, documents and presentation materials for public consultation
- Working on planning applications involving residential, industrial, commercial and institutional development projects and securing approvals
- Attending and presenting evidence at planning tribunals
- Interpreting legislation, regulations, and policies
- Representing the firm, as required, with clients, other firms, organizations and project teams
- Preparation of proposal submissions

### Qualifications

- Master's degree in Planning or related university degree
- Previous experience in planning or a closely related discipline would be a significant asset
- Strong communication, writing, research, organization, presentation, and interpersonal skills
- Understanding of the planning and development processes in Ontario
- Ability to work both independently and in teams to complete assignments on time using sound professional judgment and sensitivity to clients' requirements
- Ability to manage multiple priorities and stakeholders, work in teams and with clients
- Preference for candidates who have or are eligible for the Registered Professional Planning Designation (RPP)

To apply, please send a cover letter and CV to: [careers@remillward.com](mailto:careers@remillward.com).

**All submissions will be held in the strictest of confidence.**

For more information, visit: [www.remillward.com](http://www.remillward.com).

Only those selected for an interview will be contacted.

We are committed to diversity and equal opportunity and thank all applicants for their interest.

