

City of Thorold

Development Coordinator

Department.....Development Services	Reports to ...Manager of Development Planning
Pay Grid Level.....5	Hours of Work.....35
Position Family.....Non-Union	Location.....City Hall

Job Summary

Under the direction of the Manager of Development Planning, the Development Coordinator position will coordinate processing of planning applications from the pre-consultation to approvals stage in accordance with provincially legislated timelines. Responsibilities include the intake and processing of related fees, circulation of applications and required study submissions to internal and external departments and agencies for review and comment, tracking and monitoring applications throughout the process to ensure adherence to prescribed timelines. The Development Coordinator also supervises the Planning & Development Services Clerk position; a position responsible for processing Committee of Adjustment minor variances and consent applications, among other administrative functions.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Post-secondary diploma, degree in a minimum three (3) year college or university program related to office administration, public administration, planning or a combination of equivalent related education and relevant work experience.
Experience	<ul style="list-style-type: none"> Over three (3) years of experience working in an office environment with public sector experience being an asset. Coordinating the review of applications or files in accordance with prescribed processing timelines Experience with a Windows based operating system and Microsoft Office Suite Data entry and electronic application submission experience considered an asset Previous experience working within the development industry considered an asset Previous experience coordinating internal and external department and agency application comments considered an asset

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Skills	<ul style="list-style-type: none">• Familiarity with intergovernmental land use policies, plans and legislation.• Familiarity with minor variance and consent application processes.• Excellent verbal and written communication skills required• Excellent customer service skills required• Ability to manage time effectively to meet tight timelines• Detail oriented• Effective organization skills• Must possess numerical aptitude and computer literacy skills• Must possess a high degree of tact, courtesy and judgement to be able to deal effectively with the general public, industry stakeholders and staff• Excellent critical thinking and decision-making skills required• Ability to focus on a large volume of work with frequent interruptions• Intermediate knowledge and skills on Microsoft Office programs (e.g. creation and manipulation of excel spreadsheets and advanced letter formatting)
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none">• Knowledge of the legislative, legal and administrative aspects of the planning process• Familiar with land use planning such as site plan approval and zoning• Knowledge of health and safety regulations under the Occupational Health and Safety Act

Duties & Responsibilities

- Coordinate pre-consultation meeting schedules and agendas for development proposals and planning applications, including set-up of electronic meetings, preparation of agendas and meeting notes.
- Intake and process planning applications made over-the-counter or through electronic submission, including calculating and collection of planning application fees, ensuring reconciliation for audit purposes
- Circulate applications to staff and prepare letters of complete application
- Tracking and reporting of planning applications by application type in the system to ensure adherence to prescribed timelines.
- Coordinating circulation of incoming supplemental submissions for applications in progress
- Follow-up with internal departments and external agencies regarding application comment deadlines
- Intake of Letters of Compliance and Zoning Confirmation Letters with collection of fees
- Coordinate clearance of conditions submission for Draft Plans of Subdivision and Draft Plan of Condominiums and site plans
- Track Draft Plan of Subdivision /Condominium for lapsing dates and extension requests.
- Prepare draft plan agreements, site plan agreements, and development agreements and coordinate final registration with external legal counsel.
- Prepare and coordinate Ontario Land Tribunal appeal submission in accordance with

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prescribed timelines

- Prepare notice of passing and notice of appeals and ensure circulation to the GIS specialist for data updates
- Coordinate Draft Plan of Subdivision/Condominium municipal addressing with GIS specialist
- Supervise the Planning & Development Services Clerk position; a position that serves as Committee of Adjustment Secretary-Treasurer and responsible for processing minor variance and consent applications in accordance with the *Planning Act*.
- Maintain the Planning Department's web page and/or public facing electronic engagement platform.
- Other related duties as assigned
- Complies with all health and safety practices as it relates to the work and the Occupational Health and Safety Act

Working Conditions

- Typical office environment
- Ability to work with limited supervision
- Must be able to deal effectively with the public, department staff, external approval/commenting agencies in a professional manner
- Attendance at Committee of Adjustment meetings as required
- Use of personal vehicle may be required for off-site meetings and training

Approvals

	Name	Signature	Date
Director	Jason Simpson	<i>Jason Simpson</i>	September 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	September 2024

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Created: January 2023, September 2024