

# City of Thorold

## Development Planner (Non-Union)

<b>Department.....</b> Development Services	<b>Reports to...</b> Manager of Development Planning
<b>Pay Grid Level.....</b> 5	<b>Hours of Work.....</b> 35
<b>Position Family.....</b> Professional	<b>Location...</b> City Hall/Building Services Location

### Job Summary

Reporting to the Manager of Development Planning, the Development Planner position is responsible for reviewing and providing planning recommendation on various development planning applications while demonstrating sound knowledge of Ontario’s land use planning system and municipal approvals processes. This position requires the ability to work both independently and in a team environment processing various application types, including Official Plan and Zoning By-law Amendments, Site Plan Control applications, minor variance and consent applications through the Committee of Adjustment, as well as reviewing plans for zoning compliance utilized for building permit submissions.

### Qualifications

	Minimum Requirements
<b>Education</b>	<ul style="list-style-type: none"> <li>4 year Honours post –secondary degree in Planning or related field; graduate level Master’s degree in Planning is preferred but not required</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum three to four (3-4) years of progressive experience</li> <li>Two (2) years of municipal planning experience is preferred</li> <li>Experience with various GIS applications is an asset</li> </ul>
<b>Qualifications, Supplementary Knowledge, Certifications or Designations</b>	<ul style="list-style-type: none"> <li>Provisional membership or with the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) will be considered, however future full membership will be a requirement of an employment contract.</li> <li>Dispute resolution;</li> <li>Strong written and verbal communication skills;</li> <li>Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws;</li> <li>Applied, technical knowledge of development application processes;</li> <li>Applied, technical knowledge of computer hardware/software, including office software;</li> <li>Technical knowledge of tribunal/court rules of procedure;</li> <li>Knowledge of routine office procedures, practices and equipment</li> </ul>

## Supervision

<b># of Reports</b>	<b>Indirect: 0</b>
<b>Titles of Direct/ Indirect Reports</b>	<ul style="list-style-type: none"> <li>• Planning Summer and/or Co-Op Students</li> <li>• Consultants retained by the department</li> </ul>

## Duties & Responsibilities

### Planning Administration

- Provides excellent customer service by responding to daily inquiries related to development applications and general land use planning matters
- Reviews, prepares and presents the timely processing of planning applications by liaising with other departments and external approving agencies
- Provides professional opinion and recommendations to the public, department staff, external approval/commenting agencies, and Members of Council on matters related to development planning
- Drafts, prepares and maintains Official Plan and Zoning By-law Amendments and schedules
- Reviews and assists staff in preparation of Planning application circulation, notices, agendas, letters for complete applications and Notices of Passage as required by legislation for planning applications
- Reviews, prepares and presents planning recommendation reports on Committee of Adjustment minor variance and consent applications
- Performs the role of acting Secretary-Treasurer to the Committee of Adjustment / Property Standards Committee in the absence of the Secretary-Treasurer
- Acts as staff liaison for various Committees and sub-committees of Council
- Review drawing submissions for zoning approval prior to building permit submission
- Prepares and issues Letters of Compliance/ Zoning Confirmation Letters
- Maintains planning files, both paper and electronic
- Prepares for and presents at Council and public meetings as required
- Assists by-law enforcement on matters related to zoning compliance
- Evaluates and comments on Heritage designations, patio permits and various licensing applications
- Reviews/prepares planning reports for Niagara Escarpment Commission (NEC) development permit applications
- Performs site Inspections and maintains field notes
- Researches best practices and completes jurisdictional scans on emerging planning issues and trends
- Prepares for and attends Ontario Land Tribunal hearings as required

### Financial Effectiveness and Responsibilities

- Responsible for determining proper submission of applications and their associated fees and securities which may include cash, cheques, credit and letters of credit
- Responsible for determining if securities can be returned and coordinating the return

### Other

- Liaises with residents, internal departments, other governments/agencies, elected officials, and special interest groups, etc. on planning matters
- Undertakes representative duties as the Planner with the community, province, businesses/industries, professional associations, and inter-municipally as required/directed; includes attendance at hearings and meetings
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives

### Additional Information

Responsible for the administration and compliance with the following legislation by acting as Corporate content expert by possessing working knowledge of planning legislation, including but not limited to:

- Planning Act
- Places to Grow Act
- Greenbelt Act
- Provincial Policy Statement
- Growth Plan
- Regional Official Plan
- Ontario Heritage Act
- Environmental Protection Act
- Local Planning Appeal Tribunal Act
- Niagara Escarpment Commission
- Ministry of Municipal Affairs and Housing
- Ministry of Environment, Conservation and Parks
- Ministry of Transportation
- Ministry of Natural Resources and Forestry
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Heritage, Sport, Tourism and Culture Industries
- TransCanada Pipeline
- Canadian National Railway
- Niagara Peninsula Conservation Authority Screening/Regulations
- Municipal Act
- Development Charges Act

## Working Conditions

- Typical office environment
- Ability to work with limited supervision
- Mental and visual concentration
- Considerable mental attention and concentration with frequent interruptions
- Attendance at Council meetings, Committee of Adjustment and other meetings as required
- Frequent work/meetings beyond traditional work day
- Handles payments/securities when required
- Vehicular travel to meetings, training, site inspections

## Approvals

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

Updated: April 2024

	Name	Signature	Date
<b>Incumbent</b>			