

City of Thorold

Senior Development Planner (Non-Union)

DepartmentDevelopment Services	Reports toManager of Development Planning
Pay Grid Level 6	Hours of Work35
Position FamilyProfessional	LocationCity Hall

Job Summary

Reporting to the Manager of Development Planning, the Senior Development Planner is responsible for leading in the review and coordination of development approvals, pursuant to provincial legislation, City and Regional Official Plans and other relevant policies and procedures. The Senior Development Planner provides strong leadership, guidance and technical competence with respect to planning analysis and professional recommendation on more complex planning applications, while supervising the daily responsibilities and tasks of the Planner and/or planning student positions. The Senior Development Planner fulfills a key role in coaching, mentoring and developing planning staff and ensuring the approvals process is customer-focused and streamlined.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> 4-year Honours post-secondary degree in Planning or related field; graduate level Master’s degree in Planning or related field is preferred
Experience	<ul style="list-style-type: none"> Minimum of five (5) years of progressively more responsible development planning experience Minimum of two (2) years of municipal planning experience is preferred Minimum of one (1) year experience in supervising professional staff is preferred Extensive knowledge of Provincial and municipal land use planning policies Experience with various GIS applications is an asset
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP) is preferred; Provisional membership 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. Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws; Applied, technical knowledge of computer hardware/software, including office software; Technical knowledge of tribunal/court rules of procedure; Strong analytical, critical-thinking, decision-making, negotiations and

- conflict resolution skills
- Well-developed coaching and leadership skills
- Excellent presentation skills and strong written communication skills
- Excellent organizational, time-management and multi-tasking skills
- Knowledge of routine office procedures, practices and equipment

Supervision

# of Reports	Direct: 2 plus occasional student
Titles of Direct/ Indirect Reports	<ul style="list-style-type: none"> • Planner • Planning Student

Duties & Responsibilities

Planning Administration

- Supervising and leading the Planner and Student Planner positions in the Development Review section of the Planning Division; ensure efficient/effective organization of work, development approvals timelines, and Committee of Adjustment written planning reports and Committee report presentations
- Review and author recommended amendments to performance standards and regulations to the Comprehensive Zoning By-law to ensure conformity with provincial policies and plans, legislation, as well as the Regional Official Plan
- Draft, prepare and maintain Official Plan and Zoning By-law Amendments and schedules
- Monitor and make recommendations on land use planning trends and emerging issues and municipal responses
- Review a variety of planning applications and associated supporting studies in accordance with legislated timelines, including Official Plan Amendments, Zoning By-law amendments, Plans of Subdivision and/or Condominium, site plan control applications, and Committee of Adjustments applications as required
- Lead public consultation events and activities related to municipally-initiated Zoning By-law amendments and, where applicable, new Comprehensive Zoning By-law
- Receive and address inquiries from the public, staff, internal departments and government agencies in a professional manner
- Evaluate, review and/or comment on Niagara Escarpment Commission Development permit applications
- Review drawing submissions for zoning approval prior to building permit submission and ensure compliance as part of the building permit application approvals process
- Coach and mentor developing staff
- Review/prepare/coordinate the timely processing of planning applications by liaising with other departments and external approval agencies
- Managing the planning approvals process; ensure efficient/effective organization of work and undertake process improvements to streamline the planning service delivery
- Prepare and present reports to Council, the public, and stakeholder groups on complex development proposals
- Participate in interdepartmental and/or Technical advisory committees/working groups/Committees and sub-committees of Council
- Liaise with external agencies, senior levels of government and stakeholder groups

JOB DESCRIPTION

- Assist the Manager of Development Planning, with the development of internal policies for process improvements
- Ensure all planning projects, policies, regulations and initiatives are aligned with Council's strategic priorities
- Maintain planning files, both paper and electronic
- Liaise with external lawyers on matters requiring legal guidance and direction
- Prepare, Administer and coordinate agreements for Subdivision, Condominium and site plan approvals, including development agreements
- Prepare, review and finalize Letters of Compliance/ Zoning Confirmation Letters
- Assist by-law enforcement on matters related to zoning compliance
- Evaluate and comment on property appraisal reports for the purpose of parkland dedication
- Assist the Manager in the review and update to the Tariff of Fees By-law
- Perform site inspections and maintain field notes
- Prepares and attends Ontario Land Tribunal hearings as required
- Comply with all health and safety practices as it relates to the work and the Occupational Health and Safety Act

Financial Effectiveness and Responsibilities

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

Other

- Undertake representative duties as the Senior Planner with the community, province, businesses/industries, professional associations, and inter-municipally as required/directed; includes attendance at hearings and meeting
- Undertake special projects and perform other duties as assigned, in accordance with corporate objectives

Working Conditions

- Typical office environment
- Ability to work with limited supervision
- Considerable mental attention and concentration with frequent interruptions
- Excellent verbal and written communication skills required
- Must be able to deal effectively with the public, department staff, external approval/commenting agencies, and Members of Council
- Attendance at Council meetings, Committee of Adjustment and other meetings as required
- Handles payments/securities when required
- Frequent work/meetings beyond traditional work day
- Use of personal vehicle may be required for off-site meetings, site inspections and training

JOB DESCRIPTION

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.

Updated: August 2023, September 2024

	Name	Signature	Date
Incumbent			