

JOIN OUR TEAM

Development Coordinator

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

Primary Function

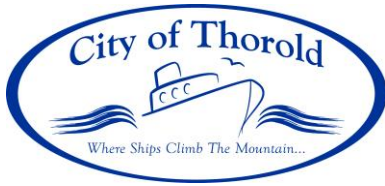
Under the direction of the Manager of Development Planning, the Development Coordinator position will coordinate processing of planning applications from the pre-consultation to approvals stage in accordance with provincially legislated timelines. The Development Coordinator also supervises the Planning & Development Services Clerk position; a position responsible for processing Committee of Adjustment minor variances and consent applications, among other administrative functions.

Duties and 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
- 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 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.

Education/Experience/Skills

- 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.



- 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
- Familiarity with intergovernmental land use policies, plans and legislation.
- Familiarity with minor variance and consent application processes.
- 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
- 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

Conditions of Employment

Required to work under the direction of the Manager of Development Planning with limited supervision. Work performed in an office environment. Work involves considerable mental and visual concentration with frequent interruptions. Overtime is required at various times of the year. Excellent written and verbal communication skills required. Must be able to deal effectively with the general public.

The above statement 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. A detailed job description can be found at www.thorold.ca/jobs

Location: Thorold City Hall

Rate of pay: \$78,427.00 - \$90,790.00 annually

Position Type: Full-time, permanent position

Hours of Work: 35 hours per week, 8:30am - 4:30pm, Monday to Friday

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via hr@thorold.ca no later than **Monday October 14, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.