

## JOIN OUR TEAM

### Development Planner

#### Working for City of Thorold

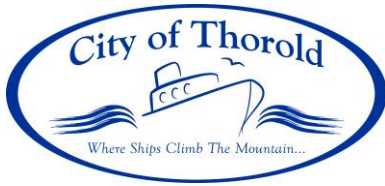
By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities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

#### Primary Function

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.

#### Duties and Responsibilities

- Provides excellent customer service by responding to daily inquires related to development applications and general land use planning matters
- Reviews and prepares 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

## Education/Experience/Skills

- 4 year Honours post –secondary degree in Planning or related field; graduate level Master’s degree in Planning is preferred
- Minimum three to four (3-4) years of progressive experience
- Two (2) years of municipal planning experience is preferred
- Experience with various GIS applications is an asset
- 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.
- Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws;
- Applied, technical knowledge of development application processes;
- Applied, technical knowledge of computer hardware/software, including office software;
- Technical knowledge of tribunal/court rules of procedure;
- Knowledge of routine office procedures, practices and equipment

## Conditions of Employment

Required to work under the direction of the Manager of Development Planning. Work performed in a typical office environment. Frequent work/meetings beyond traditional work day. Occasional travel to meetings, training, and site inspections is expected. Attendance at Council meetings, Committee of Adjustment and other meetings as required. 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](http://www.thorold.ca)

**Location:** Thorold City Hall/Development Services Headquarters

**Rate of pay:** \$88,073.00 - \$100,436.00 annually (inclusive of a market premium)

**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](mailto:hr@thorold.ca) no later than **Thursday November 7, 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.