

## JOIN OUR TEAM

### Senior 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.

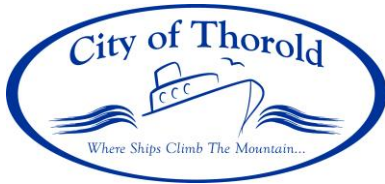
#### Primary Function

Reporting to the Manager of 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 Planner fulfills a key role in coaching, mentoring and developing planning staff and ensuring the approvals process is customer-focused and streamlined.

#### Duties and Responsibilities

##### Planning Administration

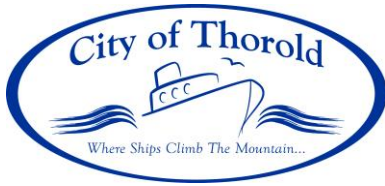
- Supervising and leading the Planner and Student Planner positions in the Development Review section of the Services Planning Division; ensure efficient/effective organization of work, staff resources, development approvals timelines, and Committee of Adjustment written planning reports and Committee 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
- Assist the Manager of 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

## Education/Experience

- 4-year Honours post-secondary degree in Planning or related field; graduate level Master's degree in Planning or related field is preferred
- 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
- Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP) is preferred;
- 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



## Conditions of Employment

Required to work under the direction of the Manager of Planning with considerable independence of action. 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](http://www.thorold.ca/jobs)

**Location:** Thorold City Hall

**Rate of pay:** \$96,639.00 - \$110,352.00 annually (inclusive of 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 **Wednesday October 2, 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.