

City of Thorold

Senior Policy Planner/Project Manager (Non-Union)

DepartmentPlanning and Development Services	Reports toChief Planner
Pay Grid Level 6	Hours of Work35
Position FamilyProfessional	LocationCity Hall

Job Summary

Reporting to the Chief Planner, the Senior Policy Planner/Project Manager position is responsible for leading strategic policy planning initiatives and projects including Official Plan updates, Secondary Plans, OP conformity and policy planning studies. As the policy lead, the Senior Policy Planner/Project Manager will provide leadership, guidance and technical competence with respect to research, policy analysis, and recommendation report writing while supervising the daily responsibilities and tasks of both the Planner and planning student positions. As Project Manager, the Senior Policy Planner is responsible for developing Requests for Proposal to hire external consultants to undertake various policy planning related projects and overseeing the capital budget of consultants.

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 policy 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 • Minimum of one (1) year experience in project management with external consultants is an asset • Extensive knowledge of Provincial and Regional 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/candidate 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. • Project Management Professional (PMP) Certification is an asset • 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: none

Titles of Direct/ Indirect Reports

- Planner
- Planning Student
- Consultants retained by the department for policy planning related projects

Duties & Responsibilities

Planning Administration

- Supervising and leading the Planner and Student Planner positions in the policy branch of the Development Services Planning Division; ensure efficient/effective organization of work, staff resources and project timelines
- Review and author recommended policy amendments to the Official Plan and 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
- Research, analyze, and prepare written reports regarding industry best practices in policy development and municipal approaches
- Review Environmental Registry (ERO) for proposed legislation and decisions and recommend next steps and potential for a modified work program
- Monitor land use planning trends and emerging issues and municipal responses to a changing policy planning landscape
- Authorship of recommended Official Plan policies as part of housekeeping amendments and/or external consultant planning project
- Develop Requests for Proposals to hire external consultants to undertake various policy planning related projects, including preparing project scope of work and/or terms of reference
- Evaluate consultant submissions for Requests for Proposals and make recommendation for consultant selection
- Plan, lead and/or oversee external consultants work with respect to Secondary/Neighbourhood Plans, sub watershed studies, growth management, employment lands, affordable housing, climate change and other land use policy matters.
- Monitor and evaluate internal staff and external consultants performance
- Ensure projects are delivered on time and on budget
- Oversee the capital budget of consultant projects
- Lead public consultation events and activities related to annual work plan projects

- Prepare and present reports to Council, the public, and stakeholder groups on policy projects and initiatives
- Chair interdepartmental and/or Technical advisory committees/working groups dedicated to policy planning projects and initiatives
- Receive and address inquiries from the public, staff, internal departments and government agencies related to policy planning projects in a professional manner
- Maintain public facing digital engagement platform and/or City website project page to ensure current-time access to project information and a platform for public input into project processes and deliverables
- Liaise with external agencies, senior levels of government and stakeholder groups with respect to strategic planning initiatives and policy projects
- Assist the Manager, Planning Services with the development of policies for planning processes
- Ensure planning projects, policies 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
- Complies 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 the annual policy work program is based on approved budget allocation
- Responsible for overseeing consultant project budgets

Other

- Provides advise and responds to inquiries from and/or liaises with residents, internal departments, other governments/agencies, elected officials, and special interest groups, etc. on planning matters
- Undertakes 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
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives

Additional Information

Responsible for ensuring 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

JOB DESCRIPTION

- Niagara Escarpment Planning and Development Act
- 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 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 and other meetings as required
- Frequent work/meetings beyond traditional work day
- Use of personal vehicle may be required for off-site meetings and training

Approvals

	Name	Signature	Date
Director	Jason Simpson	<i>Jason Simpson</i>	July 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	July 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: July 2024

	Name	Signature	Date
Incumbent			