



Employment Opportunity:

Planning and Development, Intermediate Planner

The City of Thorold is accepting applications for the position of Intermediate Planner. This is a non-unionized position reporting to the Manager, Planning Services. The Intermediate Planner is responsible for reviewing and coordinating development approvals under the direction of the Manager, Planning Services, pursuant to provincial legislation/regulation/guidelines, City and Regional Official Plans and other relevant policies/procedures to ensure conformity with relevant planning policies and to provide efficient, accurate information and guidance to the public.

The City of Thorold invites you to submit your resume if you have:

- University degree in land use planning (recognized by Provincial and Canadian Professional Planning Institutes) or related discipline.
- A minimum of five (5) years of related work experience. Knowledge of various GIS applications is an asset.
- Have, or be willing to obtain, membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute (MCIP, RPP)
- Experience with Ontario land use planning legislation, appeals, policies and by-laws and related implementation processes;
- Customer service, negotiation and dispute resolution skills;
- Proficiency in public speaking and presentation skills;
- Technical experience utilizing various computer hardware/software applications;
- Aptitude in routine office protocols and procedures.

Duties and Responsibilities

- Review/prepare/coordinate the processing of development applications by meeting legislative and business plan timelines that involve interdepartmental and external agency liaison;
- Expediting the development applications to meet target timelines;
- Administer inquiries and zoning verification; develop new zoning standards where required;
- Draft and prepare Official Plans, Secondary/Neighbourhood Plans, Subdivision Agreements, Letters of Compliance, planning reports and Official Plan and Zoning By-law, Amendments and schedules
- Administer and coordinate the subdivision planning process

- Review and prepare planning application circulations, notices, agendas, letters for complete applications and Notices of Passage as required by legislation.
- Administer, coordinate and make Council recommendations to approve Site Plans and draft and enforce related Site Plan Agreements
- Review draft Committee of Adjustment reports/prepare, finalize, attend and make recommendations on Committee of Adjustment applications
- Acting Secretary-Treasurer to the Committee of Adjustment/Property Standards Committee in the absence of the Secretary Treasurer
- Preparation of Building Permit reviews under the zoning by-law and other regulatory requirements (e.g. NPCA screening)
- Assist by-law enforcement on matters related to zoning compliance
- Assist the Manager of Planning with the development of policies for planning processes
- Evaluate and comment on property severance appraisal reports
- Maintenance of planning files
- Liaise with City Lawyers on matters requiring legal guidance, direction and prosecution
- Review and revise Tariff of fees by-law
- Act as Information Technology assistant and researcher for Department
- Attend public meetings and prepare public meeting minutes
- Perform site inspections and maintain field notes

Conditions of Employment:

The salary range for this position is \$68,845-\$80,994 and includes a comprehensive benefit package. A job description is available on the City website at www.thorold.ca

Interested candidates are invited to submit their detailed resume to the Director of Planning and Development Services at hr@thorold.com no later than, **Friday, April 26, 2019** Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to 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.