

**City of Thorold  
Senior Planner (Non-Union)**

Department.....Planning and Development Services    **Reports to**.....Manager, Planning Services  
 Pay Grid Level.....6    **Hours of Work**.....35  
 Position Family.....Professional    **Location**.....City Hall

**Job Summary**

Reporting to the Manager, Planning Services, the Senior Planner position is responsible for reviewing and coordinating development approvals, pursuant to provincial legislation, City and Regional Official Plans and other relevant policies/procedures and to review and develop local land use policy.

**Qualifications**

	Minimum Requirements
<b>Education</b>	<ul style="list-style-type: none"> <li>• University degree in Planning or related discipline</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum five (5) years of progressive experience</li> <li>• Two (2) years of municipal planning experience is preferred</li> <li>• Experience with various GIS applications is an asset</li> </ul>
<b>Qualifications, Supplementary Knowledge, Certifications or Designations</b>	<ul style="list-style-type: none"> <li>• Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP);</li> <li>• Excellent customer service;</li> <li>• Dispute resolution;</li> <li>• Strong public speaking and presentation delivery;</li> <li>• Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws;</li> <li>• Applied, technical knowledge of development application processes;</li> <li>• Applied, technical knowledge of computer hardware/software, including office software;</li> <li>• Technical knowledge of tribunal/court rules of procedure;</li> <li>• Knowledge of routine office procedures, practices and equipment</li> </ul>

**Supervision**

<b># of Reports</b>	<b>Indirect:</b>
<b>Titles of Direct/ Indirect Reports</b>	<ul style="list-style-type: none"> <li>• Planning and Development Services Clerk</li> <li>• Students</li> </ul>

- Consultants retained by the department

## Duties & Responsibilities

### Planning Administration

- Review/prepare/coordinate the timely processing of planning applications by liaising with other departments and external approving agencies
- Managing the planning approvals process; ensure efficient/effective organization of work
- Administer, review and recommend amendments to the Official Plan and Zoning By-law
- Draft, prepare and maintain Official Plan and Zoning By-law Amendments and schedules
- Review and assist staff in preparation of Planning application circulation, notices, agendas, letters for complete applications and Notices of Passage as required by legislation for planning applications
- Review and coordinate the Site Plan Approvals process
- Draft Site Plan Agreements
- Review 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
- Assist in the preparation of Official Plans, Secondary/Neighbourhood Plans, and Subdivision Agreements
- Administering/coordinating the Subdivision Approvals process
- Prepare and finalize Letters of Compliance/ Zoning Confirmation Letters
- Assist by-law enforcement on matters related to zoning compliance
- Assist the Manager, Planning Services with the development of policies for planning processes
- Evaluate and comment on property appraisal reports for the purpose of parkland dedication
- Maintenance of planning files, both paper and electronic
- Liaise with City Lawyers on matters requiring legal guidance, direction and prosecution
- Review and revise Tariff of Fees By-law
- Prepare for and present to Council at public meetings
- Evaluate and comment on refreshment vehicles, Bed & Breakfast applications, Heritage designations, liquor licenses, N.E.C. applications and Group Homes
- Perform site Inspections and maintain field notes

# JOB DESCRIPTION

## Financial Effectiveness and Responsibilities

- Responsible for ensuring proper submission of application fees and securities which include cash, cheques and letters of credit
- Responsible for determining if securities can be returned and coordinating the return
- Responsible for assisting in preparing annual 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 the administration and 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
- Niagara Escarpment Commission
- 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 Screening/Regulations
- Municipal Act
- Development Charges Act


## Working Conditions

- Typical office environment
- Ability to work with no supervision

# JOB DESCRIPTION

- Mental and visual concentration
- Considerable mental attention and concentration with frequent interruptions
- Excellent verbal and written communication skills required
- Must be able to deal effectively with the public, department staff, external approval/commenting agencies, and Members of Council
- Attendance at Council meetings, Committee of Adjustment and other meetings as required
- Frequent work/meetings beyond traditional work day
- Handles payments/securities when required
- Vehicular travel to meetings, training, site inspections

## Approvals

	Name	Signature	Date
<b>Director</b>			
<b>Chief Administrative Officer</b>	Manoj Dilwaria		Dec 18, 2020

### 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: December 2020

	Name	Signature	Date
<b>Incumbent</b>			