

**City Of Kenora
City Planner
External Job Posting**

DEPARTMENT	Planning & Building Services	HOURS OF WORK	Monday - Friday
CLASSIFICATION	PM-04	SALARY	\$110, 286.33 - \$129, 424.97

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

Reporting to the Director of Planning and Building Services, the City Planner performs a variety of professional land use planning work in the development and implementation of land use and community improvement plans, programs, and services. The City Planner position is responsible for all matters pertaining to the use and development of land within the City of Kenora including all private development proposals and strategic initiatives and ensures compliance with provincial and municipal legislation, policies, regulations, and guidelines. Specifically, this position authors, presents and defends policy recommendations to City Council regarding land-use and planning issues that affect the use and development of land within the City, which involves developing and/or conducting studies regarding matters ranging from environmental protection, heritage conservation, downtown revitalization, and economic development.

The City Planner will:

- Coordinate and administer planning application/plan reviews under the Planning Act and those to purchase municipal property or for site plan control and interpret the official plan, zoning by-law and other planning documents for staff, council, real estate, lawyers and the public.
- Coordinate process for obtaining easements, in favor of the City.
- Perform technical review and monitor land use and development applications by the public.
- Answer correspondence from public, government agencies, and other professionals.
- Prepare and draft reports concerning zoning by-law amendments, site plan agreements, subdivision agreements, condominium agreements. Consult with municipal solicitor, developers, as required.
- Prepare and approve of letters of comfort for encroachment on municipal property.
- Prepare and sign letters of compliance, as Zoning Administrator.
- Read and interpret reference plans and plans of subdivision for compliance to municipal by-laws.
- Act as Secretary Treasurer to the Planning Advisory Committee (PAC), including pre-consulting with applicants, for planning applications, ensuring that all applications are reviewed, received, and properly completed, according to the Planning Act. Prepare reports to the Committee and draft Committee decisions.
- Review surveys and deeds submitted pursuant to PAC decisions, ensure that they correspond to the Committee's decisions and that all of the conditions have been met. Stamp deeds, thereby approving the creation of a new lot, if all conditions have been met.
- Prepare by-laws for adoption with respect to property and planning issues and operations matters.
- Work with Provincial staff and consultants to facilitate reviews of Official Plan and Zoning By-law amendments.
- Review and comment on applications for business licenses to ensure continuity with Zoning By-law.
- Assist with preparation and administration of funding applications for minor and major capital projects.
- Research and compile information for drafting and review of City policies, with respect to planning and property.
- Prepare and monitor budgets, including review and approval of invoices for Planning Operations, and Planning Advisory Committee.
- Determine work procedures, prepare work schedules and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Provide leadership and supervision to staff in a manner that motivates, guides, and directs employees to the realization of departmental goals and objectives. Maintain a work environment that promotes staff participation, teamwork, and positive labor relations. Provide coaching and mentoring to staff as needed.
- Provide reports and other documents for review by senior staff as required.
- Provide technical advice to other departments, the public, contractors, and other professionals including explaining planning documents during pre-consultation.

Qualifications:

- Bachelor's degree in planning/ urban design/ Geography/ Environment or another relevant professional field required. A master's degree is preferred.
- Membership in the Canadian Institute of Planners (CIP).
- Professional Planner (RPP) designation.
- Minimum of five (5) to seven (7) years previous experience in long range municipal land-use and policy planning, including some experience in a management capacity that includes supervisory experience in a unionized environment.
- Proven supervisory and team building skills with the ability to train and motivate staff. Ability to set professional development goals with staff to support their skills, teamwork and communication abilities. Ability to create an empowered workforce through delegating authority appropriately, communicate goals with staff, and provides feedback to staff.
- Sound knowledge of principles, practices and procedures related to municipal planning administration, including applicable laws (Planning Act and Municipal Act) and legislation.

- Good organizational skills, initiative and ability to perform tasks without close supervision Ability to carry out assigned projects to their completion;
- Ability to communicate effectively orally and in writing with the architects, contractors, developers, owners, supervisors, employees and the general public.
- Good interpersonal skills, including an appreciation of the need for tact, confidentiality, and discretion. Proven ability to work in a team environment;
- Ability to prepare and analyze comprehensive and technical reports and data.
- Strong project management, problem solving and interpersonal abilities, along with excellent verbal and written communication skills;
- Technological proficiency in MS Office and planning and design software with emphasis on Word/Excel and GIS programs
- Must possess and maintain a valid “G” driver’s license and access to personal transportation.

Successful candidates will be required to provide a Criminal Record Check, Driver’s Abstract, and professional references deemed satisfactory to the employer. Qualified applicants are invited to submit a current resume using the following link, **no later than 4:30 p.m. March 28th, 2024:**

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted