

Town of Caledon

make a difference



Job Title: Coordinator, Development (Permanent Full-Time)

Closing Date: Open Until Filled

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, Development, this role is responsible for the coordination, technical review and support of development applications processes and activities within the division, including the coordination and monitoring of clearances of conditions of development applications, assisting in the processing and project management of Part Lot Control applications, the issuance of notices and approvals associated with development applications, the compilation and distribution of Ontario Land Tribunal appeal packages, the issuance of street names and municipal numbers and a business lead for the development and enhancement of the AMANDA program and online submission/development application management tools. As the Coordinator, Development, you will perform the following duties, including but not limited to:

- Assists in the processing of Part Lot Control applications and manages Subdivisions, Condominium and Site Plan applications from draft approval/ satisfactory stages to final approval and registration
- Coordinates and monitors clearances from external agencies and Town departments associated with Draft Plans of Subdivision and Condominium, as well as Site Plan applications, preparing for and recommending Final Approval of these applications to the Manager
- Receives and reviews plans associated with registration for Draft Plans of Subdivision and Condominium, including coordinating the review of the plans with other departments and agencies
- Assists in the review of agreements associated with Draft Plans of Subdivision and Condominium, as well as Site Plan applications
- Prepares and issues the Town's clearance and approval letters for Draft Plans of Subdivision and Condominium, as well as Site Plan applications
- Prepares purchasing documents (i.e., Request for Quotation), reports, by-laws and other documents related to planning matters
- Assists Development Planners in the processing of all Part Lot Control applications from receipt to registration



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- Prepares by-laws for Committee and Council on planning development applications, and attends Committee and Council meetings to present, respond to questions from Committee, Council, the public and other stakeholders on the by-law
- Adheres to the Planning Act when managing development applications, and communicating these requirements to various stakeholders including Committee and Council
- Prepares affidavits, witness statements and evidence with supervision for Ontario Land Tribunal hearings and other hearings, as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Business Administration, Land Use Planning, or a closely related field. Our ideal candidate has minimum 2 years of experience in an administrative, coordinator, or land use planning role. Certification in AMCTO would be an asset. Membership in the Ontario Professional Planners Institute and Canadian Institute of Planners is an asset.

The ideal candidate will have demonstrated knowledge and understanding of the Planning Act. We are seeking an individual with superior interpersonal skills, a demonstrated ability to problem-solve, and excellent verbal and written communication skills.

The successful candidate for Coordinator, Development will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$61,730.86 to \$75,650.81 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **filled**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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