



Supervisor of Planning

City of Cornwall

📍 100 Water Street East, Cornwall, Ontario K6H 6G4 | On site

👤 1 Position available

📅 Expires on: May 16, 2024

JOB DESCRIPTION

Reporting to the Manager of Planning, the Supervisor of Planning will review and evaluate development applications as well as prepare Planning reports, resolutions, by-laws and explanatory notes related to assigned files (e.g. consents, minor variances, site plan control and zoning by-law amendments etc.). The Supervisor of Planning will also supervise a dynamic planning team and work closely with other City departments, including Building, Municipal Works and Economic Development.

Essential Qualifications

- A degree or masters degree in Planning or a Planning-related discipline
- Demonstrated experience in guiding, developing, and mentoring team members that reported directly to you
- Eligible for membership with the Ontario Provincial Planners Institute (OPPI) and the Canadian Institute of Planners (CIP)
- At least 5 years of relevant planning experience in a municipal environment
- General knowledge of the Planning Act, Official Plan, Zoning by-law and Site Plan Control by-laws
- Considerable experience in reading, interpreting, and evaluating technical drawings and reports, preparing response letters, and formulating recommendations to advise decision-makers
- Demonstrated experience in reviewing Planning applications for all types of proposed developments
- Excellent written and oral communication skills with the proven ability to write technical reports and present applications to the Planning Advisory Committee and Committee of Adjustment
- Strong customer service skills with demonstrated ability to convey the Planning development review process and application requirements to the public, internal staff, external agencies, developers and qualified professionals
- Working knowledge of Microsoft software (Office suite, 365)

Candidates who have a combination of education, training, and experience equivalent to the essential qualifications listed above may be equally considered.

Desired Knowledge, Skills, and Suitability that candidates may be assessed on:

- Bilingualism will be considered an asset
- Registered Professional Planner (RPP) designation would be considered an asset
- Experience with Geographic Information Systems mapping and Cityview would be considered an asset
- Strong organizational skills and ability to work with tight deadlines and competing priorities
- The ability to work independently, but also work effectively in a broader team environment

Additional Information

It is a requirement of this position to travel to various sites throughout the City of Cornwall to fulfil the requirements of the job.

Duties

- Review, process and approve Site Plan drawings for projects subject to Site Plan Control and other large projects and ensure compliance with Site Plan Control and Zoning By-law



Expected start date:
June 17, 2024



Job type:
Permanent / Full-time



Work shifts:
Day, Evening



Work schedule:
35.00 hrs/week.



Salary:
\$104,231.00 - \$117,380.00 CAD
Yearly

Required documents

- ✓ CV
- ✓ Cover Letter
- ✓ Degree

- Prepare reports on all development applications including Zoning and Official Plan amendments, Severance and Minor Variances, and Plans of Subdivisions for the Planning Advisory Committee, City Council or the Committee of Adjustment
- Prepare By-laws and other documentation resulting from development applications for approval in accordance with Provincial Regulations; provide Public Notice and preparation for Agendas for the Planning Advisory Committee and other Public Hearings in accordance with the Planning Act Regulations
- Consult and co-ordinate with other departments and agencies in respect to planning matters, development applications, special studies and planning documents
- Participate and provide planning and technical expertise on various City and agency committees; co-ordination of appeals on planning matters before the Ontario Land Tribunal (OLT) or other Boards and act as an expert witness before the OLT
- Conduct site inspections for all assigned development applications
- Research and review pertinent literature and Provincial legislation, attend training, workshops and seminars to enhance the operation on a continuing basis
- Liaise with and advises applicants, developers, area residents and agencies on planning matters and other development application policies/procedures
- Perform other duties as assigned which are directly related to the major responsibilities of the job

BENEFITS



Bereavement leave



Personal Leave days



Employee Assistance Program



Benefits plan including medical, dental and vision care



OMERS Pension Plan



Free parking



Mobile phone and plan EPP discount



Education Subsidy Program



Municipal Employees Activity Committee