

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Planning and Infrastructure Services requires a Principal Planner – Development Review Division (2 Positions)

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

We are seeking two Principal Planners, reporting to the Manager of Development Review, who will be responsible for the processing of development applications, preparation and presentations of reports to Committees and Council, mentoring of junior staff and will mentor and provide advice to other planners. The Principal Planner will liaise with the development community and guide continual process improvements.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Processing planning applications for Official Plan Amendments, Zoning By-law Amendments, Site Plans, Plans of Subdivision/Condominium, Minor Variances,

Consent and Exemption from Part Lot Control; preparing and presenting reports to Council and other committees on planning development applications, as necessary.

- Reviewing draft plans of subdivision and condominium applications and preparing recommendations for approval, undertaking negotiations and the drafting of agreements with respect to final approval and the subsequent clearance of conditions, making recommendations on final registration in coordination with other departments and agencies, and monitoring of agreement terms.
- Reviewing and analyzing studies, reports and documents prepared by other departments, outside agencies and consultants; liaising with other departments, and commenting agencies to coordinate the preparation of reports, formulating the municipality's position and monitoring processes.
- Coordinating and updating of the Municipality's Zoning By-laws, including providing information to the public and commenting on development and building permit applications.
- Representing the Department/Municipality at a senior level by participating in discussions and negotiations with developers, consultants, agencies and the public; attending Committee and Council meetings to provide professional planning advice; and participating in inter and intra-departmental committees as well as external committees.
- Providing assistance to the Manager and Deputy CAO, Planning and Infrastructure, in the administration of the Division by contributing toward the development of the Division and Departmental work programs and participating in the review and development of Departmental policies and procedure.,
- Giving evidence as an expert witness at the Ontario Land Tribunal (OLT).
- Engaging with the public and interest groups as key stakeholders in the planning process providing clear understanding on how policy options impact them.
- Project manage studies including consulting projects and overseeing municipal staff assigned to these projects as well as monitoring the assigned budgets.
- Ensuring the maintenance of all appropriate planning records, maps, databases, and files related to development applications and procedure manuals and other planning policy documents.
- Keeping informed of current trends in the planning legislation, practice and techniques evaluating their impact on the Municipality and recommending any needed policy and procedural improvements.

Qualifications

The successful candidate will possess:

- A professional University Degree in Planning or related discipline is a requirement; or possess equivalent qualifications, skills and work-related experience to the satisfaction of the Deputy CAO of Planning and Infrastructure Services.
- Membership and current certification in the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI) is a requirement.

- Progressively responsible work-related experience, preferably in a municipal environment with emphasis on policy development and community engagement, to include more than three (3) years in a senior planning position and being responsible for the management of projects.
- Strong interpersonal, organizational, analytical, problem solving, negotiation, leadership, communication (written and oral), project management, facilitation, report writing and presentation skills.
- Thorough working knowledge of the Planning Act and other planning related legislation and regulatory standards, municipal functions, official plans, zoning by-laws processes.
- Sound knowledge of planning principles and practices, development processes, and urban design concepts with the ability to synthesize and evaluate highly complex development applications and planning projects and convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Ability to exercise judgment in a rational and informed manner appropriate to the situation; obtain consensus; and resolve issues.
- Demonstrated ability to develop alternative solutions in response to a wide variety of development and policy problems, within a dynamic, fast-paced, multi-stakeholder environment.
- Ability to work independently and as a member of a team.
- Ability to represent the Corporation at Ontario Land Tribunal (OLT) hearings, and other functions.
- Ability to identify priorities and organize and co-ordinate a variety of job responsibilities having simultaneous deadlines, changing priorities, and multiple reporting relationships, and to coordinate the input of other support staff.
- Must have a high level of proficiency utilizing various software applications (specifically Microsoft Office Suite) including word processing, spreadsheet, database, and presentation software and GIS.
- Must be legally able to work in Canada.

What we offer you

We offer the following for this position:

- Salary: \$97,142 to \$118,077 – Grade 7 of the 2024 Non-affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each

test with the highest score considered in the award. Managerial and personality assessments for short-listed candidates may be conducted.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. The deadline to apply is **June 20, 2024 at 11:59 p.m.**

This job competition number is **File # 65-24**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.