

# Clarington

## We're looking for a Principal Planner to join Clarington's Planning & Infrastructure Services team!

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

### Why Clarington

#### **Clarington is a place of possibilities.**

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### Position Snapshot

#### **Clarington is growing and our workforce is, too!**

Reporting to the Manager of Development Review, the Principal Planner is responsible for leading the processing of development applications, preparing and presenting reports to Committees and Council, and providing mentorship and advice to other planners. This position includes working with staff, consultants and the community to ensure that development reflects Clarington's priorities on sustainable development and urban design. Development Review is responsible for the implementation of the Official Plan and Zoning By-laws through development approvals. The Division also supports the Committee of Adjustment.

### What you'll be doing

#### **As a Principal Planner, your responsibilities include but are not limited to:**

- Project manage development applications and studies including consulting projects, overseeing municipal staff assigned to these projects, and monitoring assigned budgets.
- Leading the processing of 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.

- Responsible for leading numerous Municipal priority projects including several Strategic Plan projects as outlined in Clarington Strategic Plan 2024-27.
- Supporting the Manager and Deputy CAO, Planning and Infrastructure, in the administration of the Division by contributing toward the development of Division and Departmental work programs, as well as participating in the review and development of Departmental policies and procedure.
- 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.
- 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 the Municipality's Zoning By-laws, including providing information to the public and commenting on development and building permit applications.
- 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.
- 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.
- Other duties as required.

## What you bring

### **The successful candidate will have:**

- 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, Planning and Infrastructure.
- Full membership in 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.
- Excellent project management skills.
- Thorough working knowledge of the Planning Act and other planning related legislation and regulatory standards, municipal functions, official plans, zoning by-laws processes.
- Excellent 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.
- Legally able to work in Canada.

## What we offer

- Salary: Grade 7 (\$100,056 - \$121,619) of the 2025 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.
- Hours of work: 35 hours per week, with after-hour meetings required

## 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](mailto:careers@clarington.net).

## 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 60% on each test with the highest score considered in the award.

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

- A current (with the last 180 days) satisfactory criminal reference check, directly 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.

## 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.

## Ready to apply?

Please submit your application online by **February 24, 2025, at 11:59 PM.**

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