

## JOIN OUR TEAM

### Associate Director, Planning

#### Working for City of Thorold

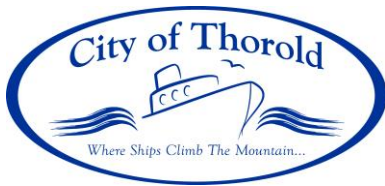
By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

#### Primary Function

Reporting to the Director of Development Services the Associate Director, Planning will be a strategic and innovative thinker leading highly-complex planning projects to enable a healthy, vibrant and efficient City for present and future generations. The Chief Planner will also act as a technical advisor on current and changing planning legislation to the Director of Development Services and a leader to the Planning Division. Maintaining up to date on planning legislation, providing recommendations on policy and/or procedural changes and assisting with the implementation of changes, as required.

#### Duties and Responsibilities

- Leads the development, maintenance and implementation of the Official Plan, Secondary Plans, Zoning By-law, and other key projects ensuring compliance with the Planning Act and applicable legislation
- Assists and ensures the Department works within its legislated requirements
- Performs and manages complex and sensitive professional planning projects, research and analysis
- Prepares reports/recommendations and attends Council, community stakeholder and other public meetings as required; makes presentations and provides advice/guidance on planning issues, strategies, and significant new/pending legislation and regulatory guidelines affecting the municipality as it relates to the portfolio
- Directs projects and initiatives based on the established work plans related to policy planning, development approvals, heritage and urban design
- Assists the Director of Development Services with developing the departmental budget
- Responsible for ensuring the Planning Division budget is adhered to
- Provides leadership to the Planning Division, to ensure that the management and delivery of services are aligned through the establishment and harmonization of goals, priorities, work plans and the provision of strategic advice and direction.
- Assesses staffing needs in the Planning Division, and reviews and recommends complement amendments and organizational structure changes, participates in recruitment processes, and makes effective hiring and/or promotion recommendations/decisions
- As a part of the department management team, participates in leading staff development, performance management/review, coaching and mentoring, staff engagement, health and safety and discipline
- Undertakes ongoing evaluation of direct reports and determines their capabilities in order to ensure appropriate development plans are put into place; Guides and develops people through performance management, career planning, and development; deals effectively with non-performance
- Assigns work activities, projects, and programs; reviews and evaluates methods and procedures



- Assists the Director on planning-related matters
- Liaises with residents, internal departments, other governments/agencies, elected officials, contractors, consultants and special interest groups, etc. on development and planning matters
- Makes recommendations on the hiring of consultants and/or other external resources to assist with undertaking major projects/studies; reviews RFP/Terms of Reference and oversees the evaluation of bids
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives
- Oversight of applicable law review for building permit applications

### Education/Experience/Skills

- University degree in land use planning, or related field, preferably at a masters level Minimum of five (5) years of progressively more responsible development planning experience
- (7) seven years of progressive planning experience, preferably in a municipal environment
- Previous supervisory experience is preferred Extensive knowledge of Provincial and municipal land use planning policies
- Excellent with project management, communication, facilitation and negotiation skills
- Ability to act strategically in a political and corporate service environment
- Extensive experience in resolving progressively complex and comprehensive land use issues.
- Thorough knowledge of the Planning Act and Provincial Land Use Policies
- Must be innovative, detail-oriented and experienced in large policy projects
- Extensive experience in resolving progressively complex and comprehensive land use issues.
- Strong interpersonal skills to develop good working relationships with staff, officials and stakeholders
- Strong analytical skills to interpret research data for reports and apply mathematical techniques in practical situations
- Ability to manage multiple, high-priority projects and meet firm deadlines
- Effective written and verbal communication skills
- Ability to manage and conduct in-person and virtual public participation activities, meetings and hearings
- Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP) is preferred

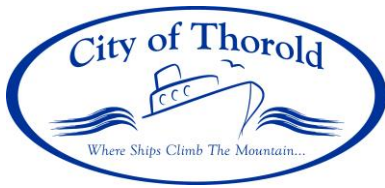
### Conditions of Employment

Required to work under the direction of the Director of Development Services. Work performed in a typical office environment. The ability to work with no supervision. Considerable mental attention and concentration with frequent interruptions. Must be able to deal effectively with the public, department staff, external approval/commenting agencies and Members of Council. Attendance at Council meetings, Committee of Adjustment and other meetings as required. Frequent work/meetings beyond traditional workdays. Use of personal vehicle may be required for off-site meetings, site inspections and training. The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein. A detailed job description can be found at [www.thorold.ca](http://www.thorold.ca)

**Location:** Development Services Centre

**Rate of pay:** \$123,471.00 - \$144,010.00 annually (2024 rates)

**Position Type:** Full-time, permanent position



**Hours of Work:** 35 hours per week, 8:30am - 4:30pm, Monday to Friday

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via [hr@thorold.ca](mailto:hr@thorold.ca) no later than **Sunday June 22, 2025**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.