



# City of Niagara Falls POSITION VACANCY

*Proud to be recognized as one of Hamilton-Niagara's Top Employers!*

<b>Job Number:</b>	<b>JR100496</b>
Job Title:	<b>Senior Manager of Development Approvals</b>
# of Vacancies:	One (1)
Job Type:	Permanent, Full-time
Vacancy Type:	Existing Vacancy
Union:	Non-Union
Division:	Planning, Building and Development
Location of Work:	Wayne Thomson Building (4343 Morrison Street, Niagara Falls)
Work Schedule:	35 hours per week
Salary/Wage Range:	\$107,730 to \$134,664 per year plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	July 8, 2026
<b>Closing Date:</b>	<b>August 7, 2026 at 11:59 pm</b>

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume via our Workday portal at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs) Applications must be submitted online.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

The following description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**Position Summary:**

Reporting to the Director of Planning, the Senior Manager of Development Approvals provides strategic leadership, direction, and oversight for the municipality's development approvals function. The position is responsible for ensuring the efficient, consistent, and customer-focused review of development applications while balancing community planning objectives, as well as legislative requirements. The position works closely with senior leadership, developers, consulting professionals, government agencies, and the public to facilitate responsible community growth.

**Responsible To:**

Director of Planning

**Supervises:**

- Supervisor of Zoning Administration
- Senior Planner-Current Development
- Landscape Architect/Urban Designer
- Secretary Treasurer Committee of Adjustment
- Planner 2 (2)
- Planner 1
- Planning Technician

**Responsibilities and Duties:**

Leadership and Supervision

- Coordinate, manage and track the efficient and timely review of planning and development applications, working closely with staff, internal departments, external review and approval agencies, and other stakeholders.
- Lead, manage and monitor the staff work program and operational work assignments of the division, to ensure high quality work is delivered on time and on budget.
- Identify, initiate and lead process efficiency improvements in the development approval and associated administrative functions, to address challenges and enhance service delivery and customer service.
- Mentor and lead by example, demonstrating sound planning knowledge and experience, a strong work ethic, and an aptitude for problem solving.
- Perform the acting duties of the Director of Planning, when required.

Planning Expertise and Project Management

- Act as resource, interpret/advise on planning matters; develop solutions to identified issues; develop new policies and procedures; negotiate and resolve disputes. Provide technical advice and comments to the public, external agencies, developers, stakeholders, staff, municipal committees and Council.
- Lead discussion and negotiate with developers, property owners, applicants and/or their representatives on development matters. Provide technical expertise regarding official plan amendments, zoning by-law amendments, subdivision plans, plans of condominium, parcel creation, minor variances, severances and site plans.

- Prepare request for proposals, terms of reference, contracts, agreements and perform project management and contract administration related to planning matters including preparation and revision of zoning by-laws and preparation of various studies.
- Process planning applications as required to assist the department in times of need, on an as needed basis.
- Responsible for the City's comprehensive zoning by-law including updates, housekeeping amendments, revisions, and/or replacement.
- Prepare planning reports and recommendations to Council, as required.
- Attend City Council meetings as required and requested, and act as a representative at all other meetings related to the division.
- Serve as expert witness on behalf of the Corporation, as required, on planning matters before the Ontario Municipal Board, Provincial Tribunals and legislative committees.

#### Community Liaison and Customer Service

- Respond to internal and external inquiries regarding development and planning matters.
- Liaise with senior government ministries and departments in advancing the City's planning and development interests. Provide senior staff with pertinent information for the filing and submission of applications and assistance with provincial and/or federal jurisdictions.

#### Administration and Efficiencies

- Participate in the formulation of policies to direct the growth of the City.
- Maintain the webpage for the division, maintain data on Key Performance Indicators (KPIs), prepare and maintain Standard Operation Procedures (SOPs) as required to guide operations.

#### **Position Requirements:**

- Minimum of a four (4) year University degree in Planning or allied subject.
- Full Member in good standing with the Canadian Institute of Planners (CIP) and the Ontario Institute of Professional Planners (OPPI).
- Minimum of seven (7) years of progressively responsible planning experience, with a thorough knowledge of planning legislation and the development review process.
- Minimum of three (3) years of supervisory experience, in a unionized environment.
- Sound knowledge of the Planning Act, Provincial Regulations, Municipal Act and working knowledge of environmental legislation.

#### **Key Competencies:**

- Fostering positive relationships with residents, businesses, development community, community partners, agencies and City staff.
- Proven leadership in conflict resolution, problem solving, negotiations, facilitation and team building.
- Client/customer focused, provides superior service to both internal and external customers.
- Able to lead and work well with a wide range of individuals to provide support, coaching and direction.
- Ensure the highest standards of confidentiality and integrity at all times.