



SENIOR PLANNER, COMMUNITY PLANNING (COMMITTEE OF ADJUSTMENT)

Job ID: 32212

Job Category: Policy, Planning & Research

Division & Section: City Planning, CP Zoning & Committee of Adjustment

Work Location: see below for the work locations

Job Type & Duration: Full-time, 1 Permanent, 1 Temporary (24 months)

Hourly Rate and Wage Grade: \$55.01 - \$60.26, TFS285, Wage Grade 18

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 2

Posting Duration: November 15, 2022 – November 29, 2022

Locations:

1. North York Civic Centre, 5100 Yonge Street, North York, Ontario
2. Scarborough Civic Centre, 150 Borough Drive, Scarborough, Ontario

The City of Toronto has exciting opportunities for experienced planners with Committee of Adjustment experience to help support a fast-paced professional environment. Consider bringing your extensive skills to Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.9 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as a Senior Planner, Community Planning (Committee of Adjustment) within our City Planning Division.

Major Responsibilities:

Reporting directly to the Manager and Deputy Secretary-Treasurer, the Senior Planner supports and delivers the Committee of Adjustment program in accordance with Provincial Statutes and Regulations, Committee of Adjustment practices and procedures, and City and divisional policies, accurately and in a fair and timely manner.

- Assists in, and coordinates, in the production and distribution of public hearing notices, agendas, minutes, decisions and the appeal process, providing advice to the Committee Members and all other stakeholders.
- Reviews and maintains an assigned caseload of complex applications.
- Guides and coordinates a team of technicians and support staff to ensure accurate, efficient and effective delivery of services.
- In the absence of the Deputy Secretary-Treasurer, assumes the role of Acting Deputy Secretary-Treasurer, fulfilling all legislated obligations, including attending public hearings as advisor to the Committee and process administrator and considering consent requests, as delegated, and overseeing day-to-day operations.
- Represents the City's/Division's interests to the public, community groups, citizens, elected officials and other Division Managers in a variety of forums.
- Participates as a member of a District and City-Wide Committee of Adjustment team providing goal setting and proactive problem-solving, and makes recommendations to assist the District Manager and broader Management Team in effective planning and service delivery. including the development of service standards
- Ensures high-level customer service by providing expert advice to all stakeholders on Committee of Adjustment process-related matters and employs conflict resolution to develop and negotiate solutions to planning and development challenges.

- Coordinates responses to existing and emerging issues as they apply to specific applications and broader planning issues.
- Establishes and maintains linkages to other City Planning sections, City divisions, External Agencies, the Toronto Local Appeal Body and the Ontario Land Tribunal.
- Maintains an awareness of developments and advancements in the planning field.
- Undertakes special assignments, as required.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary education in planning, or in a professional discipline pertinent to the job function, or any approved equivalent combination of education and experience.
2. Extensive experience in conflict resolution in complex, multi-stakeholder situations
3. Extensive experience in assignments demanding a high level of critical judgment and analytical thinking.
4. Extensive experience delivering complex planning projects professionally and with minimal direction, while balancing political, community and other stakeholder interests.
5. Eligibility for membership in the Canadian Institute of Planners (MCIP) and the Ontario Professional Planners Institute (RPP).

You must also have:

- Highly developed communication, presentation and interpersonal skills, with the ability to communicate to all levels of the organization, with elected officials, the media and the public.
- Demonstrated ability to effectively represent the Division, maintain internal and external relations and work with community and special interest groups, the general public, developers and elected officials.
- Demonstrated superior consulting and negotiation skills when dealing with the community, developers, other City divisions, and public and private agencies.
- Extensive knowledge of the Planning Act, the City's Zoning By-law, the Official Plan, Provincial Policies and Legislation related to land use planning, transportation planning, and the Development Review Process as well as current regulations and evolving planning policy trends in the City.
- Excellent and advanced computer skills. Demonstrated experience with database management and web content management would be an asset.
- Proficiency in a variety of computer software (e.g. Word, Excel, PowerPoint, Adobe and web-based applications, including WebEx).
- Ability to prioritize and complete multiple project assignments, working both independently and as a part of a team.
- Excellent project management skills, as well as the ability to prioritize and complete multiple project assignments.
- Ability to work overtime and evening hours, to attend Committee of Adjustment Hearings, as required.
- Knowledge of the Accessibility for Ontarians with Disabilities Act (AODA), the Occupational Health and Safety Act (OHSA) and all relevant regulations that apply to the job duties.
- Related experience in the Committee of Adjustment would be an asset.
- Eligibility for membership in the Ontario Association of Committees of Adjustment & Consent Authorities (OACA).

NOTE: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/) < <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-mandatory-vaccination-policy/> >. Candidates will be required to show proof of vaccination during the recruitment process.

Toronto is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and

innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit jobs.toronto.ca or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://www.linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://www.facebook.com/CityTOjobs).

How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 32212**, by **Tuesday, November 29, 2022**.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request. Learn more about the City's Hiring Policies and Accommodation Process](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US >.