



100 John West Way  
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Aurora, Ontario  
L4G 6J1  
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[www.aurora.ca](http://www.aurora.ca)

TOWN OF AURORA

## **EMPLOYMENT OPPORTUNITIES**

Division of Human Resources

# **Manager, Development Planning**

## **Permanent, Full-Time**

### **\$95,641 to \$117,377 per year**

Reporting to the Director, Planning and Development Services, the Manager, Development Planning is responsible for the management and operation of the Development Planning Division, including but not limited to the preparation of planning reports and recommendations related to land use and urban/rural development, policy and procedure development and implementation, review and analysis of planning documents and procedures. The incumbent will establish processes associated with the application process including Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivision, Draft Plan of Condominium, and Site Plan Approval, ensuring compliance. This role will also be responsible for the coordination and supervision of planning applications, implementation and administration of applications, development approvals, Committee of Adjustment, responding to inquiries from the general public, developers, investors, Council, etc. This role will represent the Town at Council, Committee meetings, Public Hearings, the Ontario Municipal Board Hearings and will assist in the preparation of the annual operating budget submissions for the division. The Manager, Development Planning will oversee a team of assigned staff and from time to time assume the statutory duties of the Director, Planning and Development Services in their absence.

To be considered for this position you will have a University degree in Planning or a Planning related discipline with seven to ten years of significant progressive experience in a municipal planning environment, coupled with previous supervisory experience. You will hold a full membership with the Canadian Institute of Planners and have a thorough working knowledge of the Planning Act (Ontario) and the Ontario Municipal Board process; knowledge of the Condominium Act and Municipal Act. Excellent analytical, report writing, project-management, communication, presentation, and organizational skills are key, as is the ability to deal courteously and effectively with all levels of staff/government, the general public, developers, builders, ratepayer groups, etc. You will possess a valid Class "G" Driver's License in good standing and a reliable vehicle to use on corporate business and have availability to attend evening meetings, as may be required.

### **Police Criminal Record Check Requirements**

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **April 16, 2019** quoting reference number **19-21**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.