



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Employment Opportunities

Corporate Services

Division of Human Resources

# Manager, Development Planning

**Permanent, Full-Time**

**\$111,353.89 to \$139,192.36 annually**

Reporting to the Director, Planning and Development Services, the Manager of 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 planning, development, review and analysis of planning documents, policies 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, 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 Land Tribunal Hearings and will assist in the preparation of the annual operating budget submissions for the division. The Manager, Development Planning will manage the Development Planning team and from time to time assume the statutory duties of the Director of 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 experience leading a team. 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 Land Tribunal 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 from time to time, as may be required.

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 at the applicants own cost. Additionally, all Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

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 **June 28, 2022** quoting the job title and reference number **22-64**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

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 Human Resources Division at 905-727-3123.

Posting date: June 7, 2022