

# City Of Kenora Associate Planner External Job Posting

Kenora is a City of choice, renowned as a sustainable, lifestyle community supported by a Municipality committed to excellence.

<b>DEPARTMENT</b>	Engineering & Infrastructure Development Services	<b>HOURS OF WORK</b>	Monday - Friday
<b>CLASSIFICATION</b>	Non-Union	<b>SALARY</b>	Band 15 - \$76,134.11

Reporting to the City Planner, the Associate Planner provides planning knowledge and expertise related to statutory planning and community development. Activities include: interpretation of relevant planning legislation, along with the evaluation of complex land use planning issues to ensure that growth and development is planned and managed for current and future generations.

## The Associate Planner

- Provides information and assistance to staff and the general public on planning-related matters including development procedures, zoning, land use, and municipal policies plans as they relate to planning
- Accepting, reviewing, and processing land development applications including but not limited to applications for minor variances, applications for consent, application for Draft Plan of Condominium, Draft Plans of Subdivision, site plan control applications and agreements, etc. in accordance with the *Planning Act*, City By-laws, policies and procedures.
- Communicates with internal departments and external stakeholders.
- Reviews requests for zoning and building compliance. Prepares and signs compliance letters.
- Receives, processes and tracks requests for Letter of Comfort Applications and License of Occupation applications.
- Receives, processes and tracks Environmental Site Assessment Application requests
- Reviews and signs off on planning and zoning matters related to Business Licenses
- Contributes to the preparation of land development applications by providing input and advice to the City Planner.
- Designs and implements communication tools as prescribed by the Planning Act and initiated by the City to support public engagement and consultation events and activities;
- Conducts research on relevant planning matters; prepares qualitative and quantitative analysis to inform policy recommendations.
- Performs statutory duties of Secretary Treasurer of the City of Kenora Committee of Adjustment and Land Division Committee (Planning Advisory Committee).
- Works independently and as part of departmental and interdepartmental teams on the preparation of major studies, plans and policy proposals for recommendation to senior staff, administration and Council.
- Attends evening and weekend meetings (as required).
- Other related duties from time to time as required.

## Qualifications:

- A Bachelor's degree from a recognized Institution in Planning, or related discipline combined with demonstrated experience in municipal planning, real-estate or an equivalent combination of education and experience.
- Eligibility for candidate membership in the Canadian Institute of Planners, or a willingness to work towards membership status (Full membership is preferred).
- Able to work independently, concisely, and accurately with the ability to meet deadlines.
- Effective analytical and critical systems thinking skills.
- Strong computer skills with proficiency in Microsoft Office including: Excel, Word and PowerPoint,
- Experience in mapping software including GIS would be an asset.
- Excellent interpersonal skills with the public, staff and external agencies, providing courteous and effective support.
- Ability to communicate effectively with strong written, listening, and presentation skills that promote understanding and clarity in a respectful manner.
- Proven related knowledge and experience in municipal planning and/or planning principles
- Ability to balance multiple projects and priorities to bring projects to completion using sound judgment, initiative, and creativity in a fast-paced, politically sensitive environment with minimal supervision.
- A valid "G" Class Driver's License with an acceptable Driver's Abstract is required. This position may be required to operate a municipal vehicle for business purposes.

## Pre-Employment Requirements:

- Satisfactory Criminal Record Check with a Vulnerable Sector Check.
- Applicants with international education will be required to include an Academic Credential Assessment with application.
- Successful applicant must provide proof of qualifications.

Qualified candidates are invited to submit a cover letter and resume that clearly indicates how they meet the full qualifications of the position to:

1. Online via Indeed
2. In Person to:  
Human Resources | City of Kenora  
1 Main St. S, Kenora, ON P9N 3X2
3. Email to: **Email:** [hr@kenora.ca](mailto:hr@kenora.ca)

Successful applicants will be subject to criminal and professional reference check.

The City of Kenora is an Equal Opportunity Employer.

Only those that have submitted the full required documentation will be considered for an interview.

The documentation must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications.

Accommodations are available for all parts of the recruitment process.

Applicants need to make their needs known in advance.