



## POSITION VACANCY

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| Call Number:                  | <b>2019 - 33</b>   |
| Position:                     | <b>Manager of Policy Planning</b>                          |
| Type of Vacancy:              | Permanent  |
| Work Schedule (hours & days): | 8:30 am to 4:30 pm Monday to Friday<br>(35 hour work week) |
| Salary Range:                 | \$91,859 to \$114,824 (Under Review)                       |
| Date Posted:                  | May 9, 2019  |
| Closing Date:                 | <b>May 31, 2019 at 4:30 p.m.</b>                           |

*The City of Niagara Falls is a dynamic, internationally renowned city with a prosperous business community growing from a diverse economic base that includes tourism, manufacturing, professional services, and commercial sectors. Dedicated to excellence in public services, we invite you to discover why Niagara Falls is a premier place to live, work, and play*

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, May 31, 2019.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. 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.

Human Resources

Attachment

**CITY OF NIAGARA FALLS  
POSITION DESCRIPTION  
Planning, Building and Development**

This 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 TITLE:** Manager of Policy Planning

**POSITION SUMMARY:** Directs the long range land use planning program. Responsible for the management and delivery of projects in policy planning, growth management, environmental planning, cultural heritage planning and natural resource management.

**RESPONSIBLE TO:** Director of Planning, Building & Development

**SUPERVISES:** Planner 2, Assistant Planner, Student Planner

**RESPONSIBLE FOR:**

1. Provides leadership and direction for long range land use planning. Writes Official Plan policy for the growth and development of the City. Undertakes or directs the research, analysis and composition of policies for sustainable economic development, efficient use of land, protection of ecological systems and preservation of agricultural resources.
2. Directs policy development to be consistent with the mandate of the Provincial Planning Act to securing protection of Provincial interests. Ensures compliance with the Provincial Policy Statements; Growth Plan for the Greater Golden Horseshoe; Regional Official Plan policy.
3. Management of the City's urban land supply. Provides growth projections and ensures sufficient urban lands are available to meet provincial requirements for short, medium and long term demand.
4. Manages and supervises the creation of Community Improvement Plans and Secondary Plans for development. Manages the administration of the CIPs and Secondary Plans and supervises processing of applications filed under the respective policy directive.
5. Formulates financial incentive programs for the reinvestment in commercial and brownfield areas to revitalize building stock and clean-up contaminated lands. Manages the administration of grants for CIPs and preservation of cultural heritage buildings. Provides cost projections for various studies to be incorporated into Development Charges.
6. Determines need for planning studies. Preparation of Request for Proposals, Terms of Reference, Contracts, Agreements and full contract administration related to policy planning, growth management, community improvement and cultural heritage planning matters.
7. Supervises data collection, monitoring demographic information and projecting socio-economic trends to provide responsive analysis and forecasting land use needs.
8. Writes reports to Council and Committees and provides written municipal input to the Province on various reviews, policy changes and legislative amendments.

9. Responsible for the development of public consultation and engagement programs related to policy planning. Liaises with developers and public on future land use needs for policy development. Conducts public meetings with citizens, agencies, environmental experts and engineers to determine constraints to development, future land use needs and servicing requirements. Provides presentations to large groups and foreign delegations.
10. Supervises staff on day to day basis on policy development, data collection, heritage matters and preparation of reports and by-laws.
11. Oversees implementation of the Sign By-law including variances and amendments including reports to Director and/or Council. Prepares updates and amendments, as needed, in accordance with Municipal Act requirements.
12. Provides planning expertise to various municipal departments, staff and technical committees.
13. Provides expert testimony before legislative committees, tribunals and commissions, as required.
14. Performs the duties of the Director of Planning, Building & Development, as required.

**POSITION REQUIREMENTS:**

Minimum is a four (4) year university degree in Planning or an allied subject. Registered Professional Planner in the Province of Ontario. Full membership in the Ontario Institute of Professional Planners and the Canadian Institute of Planners.

At least seven (7) years of progressively responsible planning expertise, preferably in a supervisory role.

Sound knowledge of the Planning Act, Ontario Heritage Act and Municipal Act and working knowledge of environmental legislation.

Revised: April 16, 2019