



## Intermediate Planner

HR-BP-2024-20

The City of Dryden is located in the heart of Northwestern Ontario and is the second-largest city in the Kenora District. Located on Wabigoon Lake, the City is enveloped by the beauty of tranquil lakes, stunning views and the boreal forest. Dryden offers something for everyone; the perfect blend of opportunities to raise a family, grow a business, build a life. It has the conveniences of an urban centre without losing its rural, neighbourly charm.

We are looking for an enthusiastic, qualified, self-motivated individual to join our Building and Planning Department in the role of Intermediate Planner. The Intermediate Planner will assist and support the Chief Building Official with:

- Municipal land use planning and zoning inclusive of resource management planning and sourcing environmental studies/assessments. Reviews and processes documentation and comments submitted regarding re-zoning, development, site plan control as well as presentation of minor variance and consent applications to committee of adjustment and/or Council.
- Primary point of contact and for The City of Dryden's Official Plan and actively coordinate the Zoning By-law update. The role will entail reviewing municipal lands for correct zoning to facilitate investment readiness and growth, potentially influenced by the Adaptive Phased Management Project of the Nuclear Waste Management Organization.
- Preparing planning related reports and presenting them to Council and the public. Responding to inquiries and conducting compliance zoning reviews for a variety of corporate and public processes including site plan and real estate inquiries.
- Assisting the Building and Planning Department with administrative duties, including file maintenance, website updates, and providing planning and zoning information to the public in person at the front counter.
- Process business licenses for new businesses in accordance with the business license by-law and renew temporary licenses as necessary.
- Training to be provided as necessary but at minimum provision of the Primer on Planning course and Ontario Association of Committees of Adjustment training will be provided.

**Desired qualifications include:**

- Diploma in planning technology or equivalent experience in municipal administration, urban, sustainable or environmental planning. New graduates with vested interest in Municipal planning encouraged.
- Eligibility for candidate membership in Ontario Professional Planners Institute and Canadian Institute of Planners and willingness to work towards full certification as a Registered Professional Planner.
- Proven ability to effectively interact with the public and key stakeholders, along with strong organization, problem-solving, critical thinking, inquiry, presentation, and research skills.
- Familiarity with computer applications (e.g., Adobe Reader and Microsoft Office applications including Word, Excel, PowerPoint, Teams and Outlook).
- Knowledge of information tracking database software (GIS) would be an asset.
- Demonstrated knowledge of the Ontario Planning Act, Provincial Policy Statement and Northern Ontario Growth Plan. General Understanding of the Ontario Building Code and CanLII is considered an asset.
- Excellent verbal and written communication skills.
- Have and maintain a valid Class "G" driver's license.
- Must provide a clean criminal record check and driver's abstract at applicant's expense prior to start date.

Salary range: \$75,192.00 - \$88,462.40, based on qualifications, education, and experience. The City of Dryden offers a comprehensive benefit package as per City Policy. Additionally, the City encourages membership and training as necessary under OPPI/CIP. The closing date is 4:00 pm CDT, Tuesday, March 19th, 2024.

Interested applicants are to submit a cover letter & resume outlining qualifications & experience through the City's online application, which can be found at:

<https://careers.dryden.ca/job/search>

Personal Information is collected pursuant to the *Municipal Act, 2001*, and will be used for the purpose of determining eligibility for employment. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Dryden, 30 Van Horne Avenue, Dryden, ON P8N 2A7 or via telephone contact at (807) 223-1432.

The City of Dryden is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age. Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Manager of Human Resources or designate.

We thank all applicants and advise that only those applicants selected for an interview will be contacted.