

Senior Planner - Development Approvals

Job Opening ID 3055

Posting Date: June 16, 2025 – Closing Date: July 17, 2025

Job Description

Revised: Extended Closing Date

Section: Development Approvals
Division: Planning Services
Department: Growth and Infrastructure
Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position
Number of Vacancies: 1
Affiliation: Non union
Hours of Work: 70 hours bi-weekly
Shift Work Required: n/a
Range of Pay: Group 14 - \$4,365.90 to \$5,135.90 bi-weekly

Benefits/extras for permanent full-time employees include:

- Comprehensive benefits package (100% employer paid)
- OMERS Pension Plan
- Competitive vacation package and Vacation Purchase Program
- Flexible work arrangements
- Life Insurance
- Employee Assistance Program (EAP)
- Tuition Reimbursement Program
- Maternity and parental leave top-up benefits
- Wellness initiatives

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis.

Division Overview

The Planning Services Division is rooted in the long-term vision for the community expressed in the City of Greater Sudbury's Official Plan, which envisions a healthy and sustainable green community that is resilient to climate change. The Division's mandate is to ensure that Greater Sudbury is planned and developed in a manner which expresses the

goals by employing good planning and development principles necessary for an enjoyable and beautiful community in which to live, work, play and shop; and to foster community development at the community, neighbourhood and individual project levels. The Planning Services Division is a team of more than 40 talented and dedicated professionals committed to planning and building a great city. The team is drawn from a wide range of backgrounds including planning, biological sciences, landscape architecture, engineering, surveying, geomatics and administration.

Main Function: Senior professional planning responsibility in performing technical and planning work of an advanced and complex nature relating to subdivision, condominium, rezoning, Official Plan amendment, consent, minor variance and site plan control applications.

Characteristic Duties: Under the general Direction of the Manager of Development Approvals.

1. Provide advice and assistance related to development approval application processes and public policy as contained in the Planning Act, CGS's Official Plan and Zoning By-laws.
2. Provide prompt, friendly and responsive customer service and problem solving outcomes.
3. Provide information and consultative services to developers, investors, consultants and government agencies regarding proposed developments.
4. Process and review the feasibility of Sudbury Planning Application Review Team (SPART) applications as part of a formal pre-construction process, including attendance at SPART meetings and preparation of Pre-consultation Understanding forms.
5. Analyze the merits of subdivision and condominium plans, rezoning and Official Plan Amendments, consent and minor variance applications based on professional planning expertise and principles, Provincial and Official Plan policies, including the preparation and presentation of Staff reports and recommendations to Planning Committee on the applications.
6. Confer with developers and applicants regarding development proposals and represent the Department and CGS at public meetings when necessary.
7. Prepare zoning by-laws and Official Plan Amendments and ensure that these instruments are kept up-to-date.
8. Perform special studies and analysis of development standards, requirements, methodologies and recommendations for implementation.
9. As required, manage and co-ordinate consultants on special studies.
10. Prepare reports and recommendations on other development matters.
11. Confer with other CGS departments and other authorities on development matters and provide professional planning advice on the same.
12. Prepare submissions to the Ontario Municipal Board/LPAT related to appeals of decisions, including determination of appropriate excerpts from Zoning By-laws and Official Plans.
13. Provide professional planning testimony at Ontario Municipal Board/LPAT hearings as an expert witness, or in judicial proceedings related to municipal planning matters.
14. Supervise technical staff with respect to development applications requiring technical support (e.g. mapping, data, graphics, agendas).
15. As assigned, act as project manager for development project initiatives.
16. As required, shall attend meetings of, but not limited to, the public, staff, council(s), tribunals, hearing bodies, etc.
17. Perform and/or assist in other related duties as required, including the functions of the Community and Strategic Planning Section and as Secretary-Treasurer to the Committee of Adjustment and Consent Official.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

Qualifications:

Education and Training:

- University Degree in Planning or a related discipline from a recognized University with Canadian accreditation.
- Full membership or eligible for full membership in the Canadian Institute for Planners/Ontario Professional Planners Institute.
- Additional education initiatives to update and expand competencies.

Experience:

- Minimum of six (6) years of planning experience.

Knowledge Of:

- Planning and development research, methodology and analysis.
- Applicable legislation and related regulations.
- Computer software and administrative systems in a Windows environment (e.g. files maintenance, word processing, presentation and spreadsheet applications, information input and retrieval, etc.).
- Best practices within areas of responsibilities.

Abilities To:

- Demonstrate provision of excellent customer service.
- Demonstrate effective interpersonal skills in dealing with staff, other Departments, Councillors, outside authorities and agencies.
- Demonstrate ability to negotiate successfully regarding planning matters.
- Respond quickly to emerging opportunities or risks.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills desirable.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 2 Proficiency \(Supervisory\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,966.90 to \$4,669.70 bi-weekly. The successful candidate will be paid at the

reduced range until the minimum qualifications have been met.

How To Apply

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Thursday, July 17, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants.Living Outside of Canada \(greatersudbury.ca\)](http://Applicants.Living Outside of Canada (greatersudbury.ca))

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca