

Posting date: March 8, 2023

Job Title: Development Approvals Co-ordinator

Number of Vacancies: 1

Posting number: EX23-252

Status: Permanent position

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: \$25.66 to \$30.03 per hour

Start date: To follow selection process

Initial Reporting Location: Tom Davies Square

Eligible to Work from Home: No

Section: Planning Administration

Division: Planning Services

Department: Growth and Infrastructure

Duties: Under the general supervision of the Administrative Assistant to the Director of Planning Services.

1. Create a checklist that forecasts all upcoming Planning Committee reports as well as edit, circulate, and ensure that all reports, annotated photographs, and scanned attachments are uploaded onto Escribe on a bi-weekly basis adhering to strict deadlines.
2. Create a calendar for the department.
3. Compile and maintain City of Greater Sudbury's (CGS's) Zoning By-Laws; simultaneously update and maintain the master copy of the by-law, the digital copy housed on the Planning website as well as co-ordinate the changes with all effected departments with high accuracy as well as ensure the information on the website complies with the Accessibility for Ontarians with Disabilities Act.
4. Monitor subdivision extensions by compiling and maintaining a running list with important dates for expiry and ensuring the files are addressed in a timely manner.
5. Update and maintain a statistical spreadsheet for benchmarking purposes to prepare quarterly reports.
6. Coordinate the intake, review and circulation of the applications submitted for review to the Sudbury Planning Application Review Team and schedule the meetings with both internal staff, external staff and the public.
7. Serve as Secretary to Development Approvals, which includes, but is not limited to, the following duties:
 - Type confidential and routine correspondence, minutes and reports and ensure they are free of grammatical error.
 - Arrange appointments and meetings for the Manager of Development Approvals and Senior Planners; respond to general routine enquiries on planning and development processes; redirect calls as required.
 - Distribute pertinent information and reports to various Departments, boards and other agencies.
 - Collect and input comments for planning applications from internal and external departments, both transposing them into the Development Approvals database as well as making a file copy.
 - Monitoring incoming mail including receiving letters from the public and ensure they are properly redacted for use in the Planning Committee meetings.
 - Co-ordinate draft by-laws with Legal Services to ensure they are placed on the next City Council agenda.
 - Ensure that the Planning section of the City's website is up to date with its most current Notice of Complete Applications.
8. Obtain and prepare mailing lists for development applications and ensure that legislative requirements and time frames are met for sending all required notices, including the Notice of Complete Application and Public Hearing to affected property owners, tenants, as well as those bodies prescribed by the Planning Act that require notification of a planning application.
9. Place Notices of Public Hearing in the Sudbury Star and Le Voyageur as per legislative requirements; ensure Notices are translated per CGS's French Language Services Policy.
10. Provide Permit Services Clerks and Committee of Adjustment staff with information regarding progress of applications with reference to amending Zoning By-Laws coming into effect in order that building permit and/or certificate can be issued.
11. Prepare Official Plan Amendment documents.
12. Type instructions for amending Zoning By-Laws, maintain Index for Special Zoning Categories, and arrange for printing of Zoning By-Laws as required.
13. Update development applications database with public hearing results, staff reports, minutes, decisions, and circulated comments.

**Employment Opportunity EX23-252
Development Approvals Co-ordinator
(Permanent Position)**

14. Set up files and maintain index of same for development, including any pertinent data (e.g., date of Planning Committee Hearing, Recommendation Number, Conditions of Approval, if any, By-law Number and date of City Clerk's Certificate).
15. Receive application fees and deposit same in the appropriate accounts including collection of fees both in person and over the phone on behalf of the Nickel District Conservation Authority; reconcile petty cash float.
16. Assemble appropriate background information to be used at meetings.
17. Assist other Employees within the Division, with their duties during periods of overload, vacation or absence, and provide support and back-up for Sudbury Planning Application Review Team (SPART) applications.
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:

- Successful completion of Secondary School (Grade XII) Education.
- Completion of additional short courses in Planning, Legal or municipal government is considered an asset.
- Over two and one-half (2½) years up to and including five (5) years of related office experience in a similar field.
- Ability to demonstrate accurate keyboarding skills at a minimum rate of speed of 60 w.p.m.
- Ability to take minutes.
- Ability to work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, presentation software, computerized spreadsheet application, information input, and retrieval).
- Demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.

Résumés quoting **EX23-252** are invited and will be received by the City of Greater Sudbury's Human Resources and Organizational Development Division, by e-mail at hrjobs@greatersudbury.ca or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Thursday, March 16, 2023**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City's mandatory [Vaccination Policy](#). Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice.

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.

The City of Greater Sudbury is dedicated to maintaining an equitable, inclusive, diverse and accessible work environment. Candidates must be legally eligible to work in Canada. To find out if you're eligible and for more information, visit our [Applicants Living Outside of Canada](#) web page. If you received your education from an educational institution outside of Canada, a copy of your [Word Education Services \(WES\)](#) or [International Credential Assessment Service of Canada \(ICAS\)](#) document is required, along with your credentials. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

For more information, please visit our website at www.greatersudbury.ca/jobs.