POSITION DESCRIPTION

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| SECTION 1: GENERAL INFORMATION |

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| **DATE** | **April 9, 2024** |
| **POSITION TITLE** | **Urban Planner NOC 21202** |
| **DEPARTMENT/SITE** | **Development/Ironclad Developments Head Office** |
| **REPORTS TO** | **Director of Development** |

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| SECTION 2: DEPARTMENT/SITE AND POSITION SUMMARY |

*The job description for the position Urban Planner for Ironclad Developments Inc. is identified below. The job description is based on the critical needs required for the above-noted position. The position is classified as a full-time position with 40 hours achieved weekly. Each shift will consist of not less than 8 hours per day with one 30-minute unpaid lunchbreak. The Urban Planner will work under the direction of the Director of Development.*

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| SECTION 3: MAJOR AREAS OF RESPONSIBILITY & ACTIVITIES |

* Provide in-house professional planning services to support the acquisition and development of sites for multi-family residential and mixed-use projects in multiple jurisdictions across Canada, including specific activities as described below.
* Prepare and present applications to approving authorities for development permits, variances, rezonings, subdivisions, and amendments to community and neighbourhood plans.
* Prepare and conduct public engagement programs and public hearing presentations in support of development applications.
* Research and analyze the planning policies, zoning regulations, and development guidelines applicable to potential sites, and assess what density can be achieved based on planning regulations, site characteristics, neighbourhood character, and political climate.
* Research, summarize, and continuously update projected costs for all application and permit fees, development charges, and on-site and off-site servicing and landscaping requirements, and the related performance bonds.
* Consult municipal officials regularly regarding current turnaround times for the review of development and building permit applications, to inform the development and updating of the construction schedule.
* Coordinate due diligence studies for sites under conditional agreements to purchase, including title searches and environmental site assessments and other reports as required, and provide risk assessments to inform the decision whether or not to proceed with the purchase.
* Engage and supervise external consultants and contractors, i.e., prepare and issue requests for proposals, evaluate submissions received, recommend selected provider, and review deliverables and invoices.
* Prepare comprehensive summaries of applicable zoning requirements and planning policies to inform the design process, and review proposed architectural design drawings and provide recommendations to ensure bylaw requirements and design guidelines are met.
* Review and synthesize technical documentation, including but not limited to: surveys, design drawings, and engineering reports.
* Work with legal counsel and negotiate with municipal officials to resolve the terms of servicing, subdivision, and development agreements.
* Respond to and resolve any property maintenance issues that may arise on development sites before the start of construction, including, where applicable, any issues with existing tenants or occupants.
* Provide ongoing support to the design, construction, and finance teams as required after approval of the development permit, including but not limited to:
* interpreting planning policies and zoning regulations,
* advising whether contemplated design changes require an amendment to the approved development permit,
* preparing and submitting development permit amendment applications when required, and
* liaising with municipal officials as required to expedite the approval of building permits and to secure the release of performance bonds and security deposits.
* Assist with market research and applications for housing grants and tax rebates.
* Actively monitor emerging trends in provincial and municipal legislation and professional planning practice that may be relevant to the company’s business and advise on their implications.
* Assist in developing and implementing internal protocols to expedite the work of the development team in securing planning approvals and development entitlements.
* Perform other duties as assigned.

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| SECTION 4: QUALIFICATIONS (EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE, ABILITIES) |

* Must have a university degree in planning from a program accredited by the Professional Standards Board for the Planning Profession in Canada.
* Registered Professional Planner (RPP) designation would be an asset; candidates working towards their RPP would be expected and supported to complete it within a reasonable time.
* A minimum of one year of directly related experience in a similar role would be an asset; candidates with more limited experience in similar roles or related sectors (e.g., planning, building technology, construction, real estate, housing) may be considered.
* Must be detail oriented, analytical, problem solver, and creative thinker.
* Advanced skills in Microsoft Office products (Excel, Word, PowerPoint) are required. Proficiency in one or more design-related software applications (e.g., CAD, Sketch-up) would be an asset.
* Ability to work independently and perform at a high level of accuracy.
* Highly committed to meeting all deadlines and goals.
* Strong organization skills.
* Ability to be flexible, prioritize, multi-task, and work effectively in a fast-paced environment.
* Strong interpersonal skills and ability to build lasting relationships.

**OR EQUIVALENT COMBINATION OF EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE, AND ABILITIES**

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