

**CITY OF CORNER BROOK  
CAREER OPPORTUNITY**

**SUPERVISOR OF CITY PLANNING**

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The City of Corner Brook is currently accepting applications for the position of **Supervisor of City Planning**. This position will report directly to the Manager of Planning and Development and is responsible for the formulation of the long term goals, objectives, strategies, and policies to be recommended to council to guide the future growth and development of the city.

Reporting to the Manager of Development & Planning, the Supervisor will be responsible and accountable for planning service delivery, managing resources, and negotiating priorities while supervising and leading the Planning division. Along with this, the Supervisor of City Planning is responsible for:

- Initiating and preparing, pursuant to The Urban and Rural Planning Act, the City of Corner Brook Integrated Municipal Sustainability Plan (IMSP), schemes, regulations, and their amendments, as may be required to support the IMSP or the planning initiative of Council
- Recommending policies to guide and control the long term development of the City so as to achieve the common well-being of the community and to conserve the financial and material resources of the City
- Providing proactive leadership and facilitation to planning and related service delivery
- Conducting surveys and studies and advising council thereon of land use, population growth, economic base, present and future transportation needs, public services, social services, the environment and such factors as are relevant to the preparation and implementation of municipal and development plans
- Reviewing and making recommendations on applications for development permits submitted to council for approval pursuant to regulations made under The Urban and Rural Planning Act
- Reviewing and making recommendations regarding subdivision plans submitted to council for approval, under The Urban and Rural Planning Act.
- Preparing and recommending land development concepts and plans for zoning, subdivisions, transportation, public utilities, community facilities, parks, and other land uses
- Representing Council at meetings with private and government agencies and the general public, and committees related to planning and the appropriate Appeal Board as established under The Urban and Rural Planning Act
- Facilitating and coordinating planning processes including public processes and meetings related to the planning of the City
- Attending and participating in senior management meetings and Council meetings when requested to do so and providing planning expertise to various City departments
- Representing the City at Corner Brook Local Board of Appeal hearings
- Participating in media requests in all formats (written, radio, television, etc) on an as required basis

**Qualifications:** The successful candidate must have a Degree from a recognized post-secondary institution in planning or equivalent and have full standing as a Member of the Canadian Institute of Planners. The successful candidate must have a minimum of 5 years of progressively advancing experience, preferably in the area of municipal planning and have strong knowledge of the Urban and Rural Planning Act and other applicable Acts and regulations.

Candidates must have a good understanding of all key legislative and regulatory requirements that apply to the Planning Division (municipal, provincial, and federal) and be able to ensure all legal and regulatory requirements are always met.

**CLASSIFICATION:** NON-UNION (35 hours per week)  
**SALARY:** 49,693.97 – 66,259.07  
**COMPETITION NO:** 2022-12  
**CLOSING DATE:** This competition will remain open until a suitable candidate is found.

Please submit résumés, **giving complete details of qualifications**, to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; email [careers@cornerbrook.com](mailto:careers@cornerbrook.com).

*The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.*