



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
**BILLY
BISHOP**
TORONTO CITY AIRPORT

PORT  OF
TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT 

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following permanent, full-time opportunity awaiting you:

AIRPORT PLANNING AND DEVELOPMENT ADVISOR

The Airport Planning and Development Advisor leads the review of land use and development proposals that may affect Billy Bishop Toronto City Airport and Toronto Port Authority operations, ensuring compatibility with aviation requirements, operational needs, and transportation infrastructure objectives. Acting as a key liaison with municipal agencies, government partners, consultants, and developers, the Advisor provides expert planning guidance, fosters collaborative stakeholder relationships, and helps balance airport and port operational interests with broader city-building and waterfront development initiatives. The position reports to the Vice President, Airport.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Lead the review and assessment of development applications, land use proposals, and planning initiatives to identify and mitigate impacts on airport operations, aviation safety, protected airspace, and transportation infrastructure.

- Provide expert planning advice and prepare technical comments, recommendations, approval conditions, mitigation strategies, and policy submissions to support organizational objectives.
- Monitor municipal, provincial, and federal planning activities, regulatory changes, and emerging development trends affecting Billy Bishop Toronto City Airport and surrounding lands.
- Serve as the primary liaison with government agencies, developers, consultants, landowners, and industry stakeholders on aviation and land use planning matters.
- Build and maintain strong partnerships with internal and external stakeholders to advance strategic planning initiatives and operational priorities.
- Represent the Toronto Port Authority at public consultations, stakeholder meetings, community forums, regulatory discussions, and development review proceedings.
- Coordinate and track planning and development files, providing strategic analysis, risk assessments, and recommendations to senior leadership.
- Support tribunal proceedings, legal matters, and complex planning reviews through research, technical documentation, and briefing materials.
- Prepare high-quality reports, presentations, correspondence, and executive communications that inform decision-making and support stakeholder engagement.
- Identify and escalate planning, operational, regulatory, and reputational risks while supporting the development of practical mitigation strategies.
- Promote the interests of the Toronto Port Authority, Billy Bishop Toronto City Airport, and its business units through effective stakeholder engagement, relationship management, and industry participation.
- Stay current on industry best practices, legislation, aviation requirements, and planning trends, contributing to continuous improvement and the long-term success of airport, port, and harbour operations.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

SKILLS AND QUALIFICATIONS:

- Post- Secondary education in Urban Planning or a related discipline, with Registered Professional Planner (RPP/MCIP) designation or active pursuit of professional accreditation.
- Five(5) to eight (8) years of progressive experience in land use planning, development review, policy planning, or regulatory affairs within municipal, agency, airport, public-sector, or consulting environments.
- Demonstrated expertise navigating complex planning applications, stakeholder interests, and regulatory approval processes.
- Comprehensive knowledge of municipal, provincial, and federal planning, regulatory, environmental, and public policy frameworks, including the Planning Act, Provincial Planning Statement, Official Plans, zoning by-laws, and Ontario Land Tribunal processes.
- Familiarity with aviation land use planning principles, including Airport Zoning Regulations (AZR), Obstacle Limitation Surfaces (OLS), NEF noise contours, and aviation safeguarding requirements.
- Ability to analyze and interpret planning reports, architectural drawings, survey plans, technical studies, and land use applications with a high degree of accuracy and attention to detail.
- Proficiency with GIS, mapping technologies, and spatial analysis tools is considered an asset.
- Exceptional written and verbal communication skills, with the ability to prepare clear, persuasive, and technically sound reports, briefing notes, presentations, and correspondence.

- Proven ability to build credibility and foster productive relationships with government agencies, developers, consultants, community stakeholders, and senior leadership.
- Sound professional judgment, political acuity, and the ability to navigate complex, multi-stakeholder environments with diplomacy and confidence.
- Highly organized with the ability to manage multiple priorities, balance competing interests, and deliver results in a fast-paced, regulatory environment.
- Collaborative, solutions-oriented mindset with a commitment to strategic problem-solving, negotiation, and consensus building across federal, provincial, and municipal jurisdictions.
- Experience working in an airport, transportation, infrastructure, municipal, public-sector, planning, engineering, or regulated environment is considered an asset.
- Analytical, financial, and strategic-thinking capabilities, with the ability to evaluate planning, development, and investment opportunities.
- Experience in the transportation sector including the preparation of demand forecasts, growth projections, and operational requirements into long-term planning and investment decisions is an asset.
- Experience in engaging and collaborating with government agencies, Indigenous communities, industry stakeholders, community groups, and the public is an asset.
- Experience in managing external consultants, technical studies, procurement processes, budgets, and project deliverables is an asset.
- High attention to detail and accuracy in documentation, formatting, and data entry.
- Bilingual in French is an asset.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:
careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **AIRPORT PLANNING AND DEVELOPMENT ADVISOR**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com