



Job Title:
Department:
Reports to:
Last Revision:

Manager of Planning and Development
Planning and Development
Chief Administrative Officer
2025

JOB DESCRIPTION

Job Statement

The Manager of Planning and Development provides oversight to direct the activities and operations of the Township Planning and Building Services. The position is responsible for the identification of community needs, followed by the preparation and implementation of policies, procedures and plans to ensure that current and future growth and development are properly managed and accounted for.

Essential Functions

- Develop, review, and implement the Official Plan, Zoning By-law, Secondary Plans, Development Guidelines, By-laws, policies and programs, and similar regulatory tools in accordance with Provincial Policy, the Official Plan, and related legislation.
- Review land development applications and prepare reports to Council and the Committee of Adjustment, including the management of any appeals and/or settlements.
- Prepare, implement, and manage long-term and complex development agreements, including the financial securities thereto with a focus on protecting the interests of the municipality.
- Negotiate development approval and standards with developers and their agents.
- Oversee the approved budget allocations, department and corporate priorities and staff resources.
- Monitor the performance of the Junior Planner and their interactions and review of land development applications including Pre-consultations, amendments to the Official Plan and Zoning By-law, plans of subdivision and condominium, part lot control, and applications to the Committee of Adjustment.
- Monitor the performance of the Chief Building Official, including compliance with the Code of Conduct.
- Support, train, coach, and professionally develop subordinate staff, as well as supervise and evaluate their performance.
- Attend public meetings, workshops, Council meetings, and the Ontario Land Tribunal hearings as required
- Educate, inform and update Council, municipal staff, members of the public and other interested parties on planning, building, and by-law enforcement policies and programs.
- Protect own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as Legislated under the Ontario Occupational Health and Safety Act.
- Perform other similar and related duties, as required

Job Specifications

- University degree in the field of Planning or related discipline such as Geography
- Five (5) years minimum of progressively responsible experience in municipal planning required.
- Membership in the Ontario Professional Planning Institute (OPPI) and the Canadian Institute of Planners (CIP) is required.
- Strong working knowledge of various legislation including the Planning Act, Condominium Act, Municipal Act, Building Code Act, Provincial land use policy, and other related legislation.
- Excellent interpersonal skills with the ability to communicate courteously.
- Proven ability to utilize conflict resolution techniques to deal with and de-escalate sensitive and/or difficult situations and difficult people.
- Well-developed coaching, supervisory and leadership skills.
- Proven commitment and dedication to the public interest.
- Advanced knowledge and proficiency in MS Office Suite programs GIS software.
- A demonstrated commitment to developing and enhancing a safety culture.
- Valid Ontario Driver's license, Class "G", with a clean driving record.

Decision Making and Judgment

- Work is performed under the general direction of the CAO
- Judgement is exercised in:
 - Ensures the timely preparation and distribution of agendas and background material for Council members prior to meetings in conjunction with the CAO
 - Prepares Township by-laws in accordance with all applicable Legislation and Regulation and submits for required approvals.
 - Ensures that correct procedures are followed in the issuance of a variety of licenses and permits.

Interpersonal Skills/Contacts

Internal:

- CAO
- Mayor and members of Council
- Management staff and support staff of other departments

External:

- With various professionals such as consulting lawyers and engineers to ensure the protection of Township interests in relation to the use of land and agreements thereto.
- With various government officials to obtain information on policy, coordinate development proposals and discuss municipal problems/issues.
- With Council members to present recommendations and reports to respond to questions and to seek approval on issues/resolutions.
- With the general public to provide any exchange of information, relay decisions, respond to complaints, etc.

- With the Township Solicitor to obtain advice regarding legal documents, deeds, agreements, and by-laws.

Working Conditions

- Office environment
- Required to work 35 hours per week.
- May be required to work beyond regular office hours to attend Council meetings or any other assigned meetings.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.