



PERFORMANCE MANAGEMENT

Job Description	Job Title: <u>Manager of Development Services (Planner)</u>	Page # 1 of 5
Location: Township Office	Reports To: <u>CAO</u>	Revision date: February 2023
Department: Development Services		Salary: Group 7
Approval:	{ } C.A.O.	
	{ } Job Evaluation Committee	
	{ } Employee	

Position Summary:

The Planner is responsible for providing professional planning and community development services and programs for the Township.

The Planner is responsible for research, analysis, problem-solving, the evaluation and development of policy and implementation, report writing, public participation programs, agency relations, facilitation and mediation, and professional evidence at tribunals and hearings.

Qualifications:

- 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.
- Knowledge/experience in rural and lakeshores;
- Proven ability to contribute effectively in a dynamic team environment;
- Strong skills in communication, time management, organization, computer literacy, and problem-solving;
- Knowledge of municipal and County responsibilities and functions;
- Valid Ontario driver's licence and reliable vehicle;

Position Responsibilities:

- 1) 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.
- 2) Review land development applications and prepare reports to Council and the Committee of Adjustment, including the management of any appeals and/or settlements.
- 3) 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.
- 4) Negotiate development approval and standards with developers and their agents.
- 5) Oversee the approved budget allocations, department and corporate priorities and staff resources.
- 6) Maintain communications with the CAO and Council members and respond to inquiries under the Planning, Building, or By-law Enforcement mandate.
- 7) Manage the Planning and Development Technician 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.
- 8) Monitor performance of the Chief Building Official, including compliance with Code of Conduct.
- 9) Perform other similar and related duties, as required.
- 10) Support, train, coach and professionally develop subordinate staff as well as supervise and evaluate their performance.
- 11) Attend public meetings, workshops, Council meetings, and the Local Planning Appeals Tribunal as required
- 12) Educates, informs and updates Council, municipal staff, members of the public and other interested parties on planning, building, and by-law enforcement policies and programs.
- 13) Protects own health and 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.

Program / Service

- Provides professional, advice and recommendations to the CAO/Clerk-Treasurer and members of Council as directed by the CAO/Clerk-Treasurer, in the way of research and analysis and record keeping.
- Performs the duties of municipal staff support, in conjunction with the CAO/Clerk-Treasurer, for the Committees of Council or Council.
- Assumes role of Secretary-Treasurer of the Committee of Adjustment

Human Resources

- Direct Supervisor to the Junior Planner, the Chief Building Official, and the Township By-law Enforcement Service provider.

Financial Resources

- Establish annual operating budget for Planning, Building, and By-law Enforcement Departments

Material Resources

- Ensures the safety, maintenance and management of all records through a records retention By-law.

Physical Skill and Effort

- Requires manual dexterity to operate computer, typewriter and other office equipment as necessary.
- Requires a high degree of concentration and is frequently disrupted.

Decision Making and Judgement

- Work is performed under the general direction of the CAO/Clerk-Treasurer
- 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/Clerk-Treasurer.
 - Accurately records the minutes of meetings and ensures the preparation and distribution of same, in the absence of the CAO/Clerk-Treasurer.
 - Prepares Township by-laws in accordance with all applicable Legislation and Regulation and submits for required approvals.
 - Prioritizing workload to ensure deadlines are met.
 - Ensures that correct procedures are followed in the issuance of a variety of licenses and permits.

Interpersonal Skills/Contracts

- Interpersonal skills to relate with members of Council and the public.

Internal:

- With all members of Council relative to meetings, etc.

External:

- With various professional such as consulting lawyer and engineer 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, to coordinate development proposals and to discuss municipal problems/issues under the direction of the CAO/Clerk-Treasurer.
- 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, to relay decisions, respond to complaints, etc.
- With the Township Solicitor to obtain advice regarding legal documents, deeds, agreements, by-laws, under the direction of the CAO/Clerk-Treasurer.

Environment

- Works in an office environment with a great amount of time spent working at a computer terminal.
- Deals with the public.

Control over Work Schedule

- Work is subject to unyielding deadlines that are imposed by Legislation or Council policy. Occasionally works beyond normal working hours to achieve these deadlines.
- Attends Council meetings where required.
- Occasional out of town travel required.
- 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.

_____ **Date:** _____
Manager

_____ **Date:** _____
Employee

_____ **Date:** _____
C.A.O. / Clerk