



Director of Planning

Competition #2022-22

Overview: The Township of Georgian Bay is looking for a dedicated leader to join our Team as the Director of Planning! Working under the general direction of the CAO, the Director of Planning will perform professional planning functions for the orderly development, re-development, and growth of the Township. This includes budget preparation and monitoring, Council report creation and presentation, staff management and ongoing operational review in order to identify improved methods and efficiencies in job functions and responsibilities within the department.

The position will provide advice to the CAO and Council on planning-related services and ensure that the activities of the department are in adherence with any applicable legislation such as the Municipal Act, the Planning Act, the Building Code, Township Policies and By-Laws, and the Occupational Health and Safety Act.

Duties include but are not limited to:

- Provide leadership and supervision of the Manager of Planning through coaching, mentoring, and providing feedback through informal and formal evaluation processes.
- Assist with preparation of files and present professional planning evidence at Ontario Municipal Board Hearings and act as an expert witness when required.
- Participate as an active member of the senior management team.
- Develop and facilitate the implementation of annual departmental goals and objectives, and budgets.
- Ensure that services delivered by the department are in alignment with the Township's Corporate Customer Service Values and Standards. Enhance departmental customer service by developing department specific standards.
- Assist with policy planning studies and special projects such as Official Plan reviews, Zoning By-law reviews, and Secondary Plans, as required.
- Direct the Township's Official Plan Review processes including formulating long-range planning objectives and strategies, identifying and overseeing the review of special study areas, facilitating and ensuring public consultation/participation on same, and reviewing and/or preparing associated reports and recommendations to Council.
- Oversee and ensure appropriate departmental evaluation of planning applications and land use policies including reviewing and/or preparing associated reports and recommendations; and conduct on-site field visits to determine development/land use suitability, as required.
- Formulate Terms of Reference and make recommendations on the hiring of consultants to assist with and/or undertake special projects as required; monitor their work and administer the agreements.
- Oversee and direct the review of site plan and subdivision applications and engineering approvals associated with all development applications.
- Oversee enforcement of the Zoning By-law (complaints, infractions, etc.)
- Provide advice to Council related to Planning functions of the Township. Carries out special projects /assignments of Council, as directed by the CAO.
- Prepare reports, make recommendations/presentations, and attend Committee of the Whole, Council, Planning Council, Planning Committee, Public Meetings, Committee of Adjustment, and other Planning meetings as required. Ensure that decisions and directives from the meetings are acted upon and that all required parties are properly notified.
- Consult with others (staff, Council members, professional peers, developers, agencies, and members of the public) regarding potential proposals and to provide direction on building inquiries, land use disputes and general inquires.

Knowledge/experience:

- Bachelor's Degree in Planning or a related field.
- Full membership in Canadian Institute of Planners and holds Registered Professional Planners designation or eligible for Full Membership.
- 5 years of related progressively responsible experience, preferably in the urban/rural Municipal sector.
- Sound knowledge of Ontario Municipal Planning laws and associated Committees.
- Excellent oral and written communication skills.
- Demonstrated and effective leadership and project management skills.
- Excellent problem solving and negotiation skills.
- Strong computer skills.

Salary rate: \$115,405.29 to \$126,106.48 per annum, based on a 35-hour workweek. The Township offers a competitive benefits and pension package.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on October 5th, 2022**, to the Human Resources Department by **email** jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.