



Manager of Planning

Competition #2022-21

Overview: Working under the general supervision of the Director of Planning, the Manager of Planning performs professional planning functions for the orderly development, re-development, and growth of the Township of Georgian Bay. This position also coordinates department activities in the absence of the Director of Planning.

Duties include but are not limited to:

- Provides leadership and supervision of the Student Planner, Planner I, and Planner II through coaching, mentoring, and providing feedback through informal and formal evaluations.
- Prepares files and presents professional planning evidence at Ontario Land Tribunal Hearings and the Courts, and acts as an expert witness when required.
- Complies with all health and safety practices as it relates to work, standard operating guidelines, and the Occupational Health and Safety Act.
- Responds to requests for information regarding planning, zoning, and policy document interpretation from the public in accordance with the Township's Customer Service Values and Standards.
- Assists with policy planning studies and special projects such as Official Plan reviews, Zoning By-law reviews, and Secondary Plans, as required.
- Acts as the primary planner to provide professional planning advice and interpretation on matters related to various planning documents including Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, Plans of Condominium for Council and Consents and Minor Variances for Committee of Adjustment, external agencies, the public and the development industry, in accordance with the obligations and competencies specified as a professional planner.
- Reviews Building Permit applications for compliance with the Zoning By-law.
- Prepares notices for minor variances and Planning Act matters for Council, and consents for Committee of Adjustment.
- Supports the Planning Department in enforcement of the zoning by-law, tree by-law, and site alteration by-law by providing background information.
- Reviews site plans for zoning compliance and prepares site plan agreements and conducts follow up site inspections.
- Attends meetings of Council, Planning Committee, Committee of Adjustment, including public meetings held under the Planning Act, and other committees as required. Prepares reports and presentations as required.
- Consults 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 other general inquiries.
- Preparation of public meeting scripts regarding zoning by-law amendments.
- Clearing of conditions and review of property surveys for Committee of Adjustment.
- Completes the planning information for compliance letters.

Knowledge/experience:

- Bachelor's Degree in Planning, Environmental Sciences, Environmental Studies, or Geography.
- Full membership in the Ontario Professional Planners Institute.
- Minimum of 5 to 7 years of related progressively responsible experience, in the municipal or private sector, as a Planner.
- Must have experience preparing and presenting reports to Council for development applications including Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision/Condominium, Consents, and Minor Variances.
- Tribunal experience is an asset.
- Sound knowledge of Ontario Municipal Planning laws and associated Committee.

- 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: \$107,207.10 to \$117,148.09 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.