



Job Description

Position: Manager of Planning	Date: May 2024
Reports to: Chief Administrative Officer	Department: Planning

Purpose:

Reporting to the Chief Administrative Officer, the Manager of Planning plays a key role in shaping strategic municipal planning initiatives. This position plays a lead function in the Planning department, ensuring that the municipality's growth is sustainable, inclusive, and aligned with the needs of its residents. This role requires a strong blend of leadership, technical expertise, and stakeholder engagement skills to drive forward our vision for a vibrant and resilient community. This position manages, coordinates and directs the work of the Junior Planner in the Planning Department

Responsibilities:

Planning Duties

1. Review and process applications under the Planning Act, providing staff recommendations to Council. This may include but is not limited to: pre-consultations, site-visits, minor variances, consents, zoning by-law amendments, removal of holding provisions, interim control by-laws, site plan control, and Official Plan amendments.
2. Prepare staff reports, attend meetings and present reports to Council and Committee of Adjustment, related to planning applications and other planning matters (e.g. Community Improvement Plans, Comprehensive Zoning By-Law etc...).
3. Maintain a thorough understanding of the Township's Comprehensive Zoning By-Law.
4. Respond to planning inquiries from realtors, lawyers, ratepayers, contractors, and the public in a polite and impartial manner.
5. Liaise and consult with commenting agencies and upper-tier government

- officials for various planning applications such as official plan amendments, zoning by-law amendments and consent applications.
6. Review building permit applications for zoning by-law and applicable law compliance.
 7. Attend and/or host public meetings and open houses to interact with and provide information to the public and to government agencies.
 8. Engage in any customer service and administration activities related to planning services and processes, providing a high level of service to ratepayers and/or their agents.
 9. Maintain files related to the Records Retention by-law, while ensuring security and confidentiality of all records and personal information under control of the Township in accordance with legislation.
 10. Prepare the records for appeals and represent the Township planning position at the Ontario Land Tribunal, if required.
 11. Participate in local, upper-tier and regional committees, either intergovernmental or community based as required, representing the Township's planning perspective.
 12. Manage and process applications for the Community Improvement Plan.
 13. Participate as a member of the Community Improvement Plan Review Committee.
 14. Participate in other Advisory Committees of Council as required.
 15. Coordinate, analyze and prepare data and mapping for notices, presentations and research projects utilizing Municipal data and GIS.
 16. Pursue ongoing professional development associated with professional qualifications (RPP – Registered Professional Planner) and to ensure most current knowledge of legislation and changing planning processes.
 17. Provide back-up support to the Junior Planner, as needed.
 18. Participate in all aspects of the Occupational Health and Safety Act, and maintain knowledge of municipal policies.
 19. Other duties as assigned.

Management Functions

20. Provide mentorship, guidance, and supervision to the Junior Planner, fostering a culture of collaboration, innovation, and professional growth.
21. Develop and implement long-term strategic and other plans for the municipality's growth and development, ensuring alignment with Council's direction, relevant legislative frameworks, community goals, and sustainability principles.
22. Oversee the preparation and implementation of land use plans, zoning ordinances, and development regulations to guide the orderly

- development of the municipality.
23. Lead and coordinate major planning projects, such as comprehensive plan updates, neighborhood revitalization initiatives, the community improvement plan and infrastructure improvements, from inception to completion.
 24. Research, analyze, and recommend policy solutions to address emerging issues related to land use, housing, transportation, economic development, and environmental sustainability.
 25. Foster meaningful engagement with residents, businesses, community organizations, and other stakeholders to gather input, build consensus, and ensure that planning decisions reflect community values and priorities as approved by Council.
 26. Collaborate with internal departments, external agencies, and County partners to coordinate planning efforts, leverage resources, and address cross-cutting challenges.
 27. Ensure compliance with applicable laws, regulations, and standards governing land use planning, environmental protection, and public participation processes.
 28. Develop and manage departmental budgets, allocating resources effectively to support planning activities and achieve organizational objectives.
 29. Prepare reports, presentations, and recommendations for elected officials, appointed boards, and the public, effectively communicating complex planning concepts in clear and accessible language.
 30. Represent the municipality as an expert witness at the Ontario Land Tribunal and as required.
 31. Other duties as assigned.

Supervision:

This position supervises a Junior Planner.

Working Relationships:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues Internal committees
External:	General Public Solicitors Municipal Auditors	Municipal Government Provincial and Federal Agencies Conservation Authority

Skills and Competencies:

- Ability to interpret and apply policy and legislation, including by-laws.
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Presentation skills and ability to speak effectively in front of a group
- Customer service expertise
- Research and analytical abilities.
- Ability to work independently as well as a sense of collaboration and ability to work in a team environment
- Time management and ability to work under deadlines
- Leadership abilities

Knowledge, Training and Qualifications:

- Post-secondary education in Planning, Geography or related discipline.
- Minimum five years' experience in municipal land use planning.
- Must be a member of the Ontario Professional Planning Institute (OPPI) with qualification or designation achievement per the OPPI (Registered Professional Planner (RPP) requirements).
- Strong knowledge and understanding of the Planning Act, Municipal Act, Growth Plan, Provincial Policy Statement, and other related policies and legislation.
- Knowledge of cultural protocols to appropriately engage and foster respectful, reciprocal, ongoing relationships with local indigenous and First Nation communities.
- Strong understanding of applicable law, policies, by-laws and regulations pertaining to planning approvals and building permit processes.
- Knowledge of the Township's by-laws particularly as they relate to the regulation of lands within the municipality.
- Knowledge of the Township's complaint process.
- Ability to deal with frequent interruptions and competing priorities.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Adobe), GIS, Great Plains, Keystone Complete, and Cloudpermit.
- Valid Class G driver license.

In accordance with Township policy, this position requires as a condition of

employment that you provide a Criminal Record Check that is acceptable to the Township.

Working Conditions:

Typical climate-controlled office environment with occasional regional travel to attend meetings, conferences, seminars and with occasional exposure to hazards and inclement weather during site inspections. Work activities require visual and mental concentration for intermediate durations of time.

Standard office hours, Monday through Friday, with occasional extended hours for meeting attendance. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date