



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF PLANNING SERVICES PERMANENT, FULL TIME (35 HOURS PER WEEK)

Reporting to the Managing Director of Planning and Development, the Manager of Planning Services is responsible for the provision of leadership and administration to the Planners of the municipality. The position is responsible for assistance in establishing policy and providing direction for the long-term growth and economic vibrancy of the Township.

The position will provide professional planning advice and direction to the Township, update and develop policies and procedures to align with legislative, policy and regulatory requirements, and identify and support Council's strategic initiatives and community development.

Key Major Responsibilities

Duties include but not limited to:

- Processes, manages, and evaluates planning and development applications submitted under the Planning Act, including working with applicants to identify/clarify issues; assessing compliance with policies and standards, ensuring procedural requirements of the Planning Act are met; and making recommendations and negotiate plan changes and/or conditions of development.
- Undertakes and/or works with the Managing Director to prepare and update policy planning studies and special projects such as Official Plan reviews, Zoning By-law reviews, Secondary Plans, Community Improvement Plans, Heritage Conservation Plans, Community Planning Permit System and other long-range plans, policy initiatives and special studies as required.
- Review and recommend planning services policies and procedures to make improvements and find process efficiencies.
- Lead internal technical and planning review meetings for all planning and development applications ensuring that all tasks are completed in a timely and efficient manner.

Client Relations/Meetings

- Provide professional planning advice and interpretation on planning-related matters to Council, Committees of Council, external agencies, the development sector, and the general public.
- Liaise with government agencies, neighbouring municipalities, local organizations, developers, community groups, and other agencies on planning and development matters.
- Attends as witness at Ontario Land Tribunal (OLT) and other quasi-judicial tribunals, also Court Hearings on behalf of the Corporation as required.

Management/Administration

- Advise the CAO, Managing Director, Council and Departmental staff on policy and technical issues related to all Planning matters. Recommends changes where necessary.
- Assists the Managing Director in practicing sound, practical management of financial resources for the Department, including the effective oversight and implementation of financial policies and procedures, monitoring, and reporting of expenditures.

People Leadership

- Provides day-to-day administration, leadership, training, mentoring and supervision of the direct reports in the Planning Division.
- Assess staffing needs; participate in the recruitment and selection process, lead and manage planning staff including performance reviews, training, and development programs.
- Maintain professional planning registration through continuous professional learning to ensure ongoing critical planning analysis, engagement skills and other areas of growth and development.

Communications

- Liaises with residents, internal departments, other governments/agencies, elected officials, contractors, and special interest groups, etc. on planning matters; monitors and takes appropriate action on complaints received.
- Prepares reports/recommendations and attends Council, Council/Committee, community stakeholder and other public meetings as required; makes presentations and provides advice/guidance on planning issues and strategies, and emerging trends and significant new/pending legislation and regulatory guidelines affecting the municipality as it relates to the portfolio.
- Works with the Managing Director and management team to monitor activities and agreements with service partners to ensure municipality's interests are protected; undertakes representative and/or inter-governmental/board/agency relations activities to foster cooperative working relationships, provide assistance/guidance/resources, and influence decision-making where appropriate.

Minimum Qualifications and Requirements:

- University or post-graduate degree in Urban and Regional Planning or related discipline.
- Five (5) to seven (7) years' experience of significant demonstrated planning and supervisory experience at a senior level.
- Full Membership in the Canadian Institute of Planners.
- Registered Professional Planner designation in Ontario.
- Knowledge of the Municipal Act, Planning Act, Provincial Policy Statement, Growth Plan, Heritage Act and other provincial legislation and policies that affect land use planning and development.
- Demonstrated experience in municipal planning procedures and land development application procedures.
- Experience in preparing and delivering planning evidence at Ontario Land Tribunal hearings.
- Knowledge of GIS mapping and CityView processes.
- A valid Class "G" driver's license in good standing is required as is a reliable vehicle to use on corporate business.
- Available to attend evening and/or weekend meetings or other events as required.
- Ability to prioritize work and to work under pressure to meet multiple deadlines accompanied by the ability to exercise discretion and good judgement and maintain confidentiality.
- Strong communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation and team building skills.
- Demonstrated ability to establish and maintain productive, collaborative relationships working with staff, management peers, elected officials, community partners, and government agencies.

Annual Salary: \$109,199 - \$127,747 (2023 salary range)

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: Tuesday, March 21, 2023, at 11:59 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.