

TOWNSHIP OF WOOLWICH

POSITION DESCRIPTION

DATE: APRIL 2019

POSITION TITLE: DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

DEPARTMENT: PLANNING & DEVELOPMENT SERVICES

IMMEDIATE SUPERVISOR: CHIEF ADMINISTRATIVE OFFICER

Position Summary

To provide direction and leadership to the staff of the department in the delivery of all related programs and services.

Direct, co-ordinate and administer the planning & development, building and economic development functions of the Township ensuring levels of service requirements are met in all areas of the Township and that requirements under all pertinent Provincial legislation, planning, building or otherwise and the planning policies of Council, including the approved Official Plan and Secondary Plans, and Economic Development strategies are adhered to, and respected.

Major Responsibilities

Lead and direct the strategic, general and financial management and the day to day administration of the Planning & Development Services Department associated with:

- Planning Policy Development/Special Studies
- Community Planning
- Building Inspections
- Economic Development
- Development Engineering

Develop long and short-term goals and objectives, plans and strategies through the preparation of the department's annual Business Plan that aligns with the Township's Strategic Plan. Establish priorities for review and approval by the Senior Management Team and Council, and direct the efficient, and timely implementation of the Business Plan.

Provide professional independent planning advice to Council regarding land-use planning matters.

Lead and provide strategic direction and work with the Manager of Planning in the development, maintenance and implementation of the Official Plan and Zoning By-law ensuring compliance to legislative requirements, most particularly the Planning Act and conformity to all applicable Provincial and Regional planning policies.

Oversee and work with the Chief Building Official in the administration and enforcement of the Building Code Act, the Ontario Building Code, Municipal By-laws including the Township's Building By-law and other relevant legislation.

Oversee and work with the Development Engineering staff team to ensure the overall efficient and effective delivery of development engineering services.

Oversee and work with the Economic Development Officer in establishing a work plan and priorities that align with the Township's Economic Development Strategic Plan.

Direct, oversee and advise, in collaboration with Infrastructure Services, on all matters relative to the design, construction and the development of standards for new Township services/infrastructure that are the result of development that proceeded through the planning process (e.g. subdivisions, condominiums, site plans, etc.) and ensure that functions are carried out within required standards in an economic, effective and efficient manner.

Oversee the preparation of reports / recommendations, attend Committee/Council and public meetings/open houses, provide guidance/advice on planning, building and economic development matters which includes emerging trends and significant/new legislation and regulatory matters that may impact the Township.

Exercise delegated Authority in authorizing the Mayor and Clerk to execute Site Plan Agreements to administer, implement and enforce approved Site Plans, pursuant to Section 41 of the Planning Act.

Directs the preparation of and reviews and approves the Department's annual operating budgets and long-range capital program and monitors adherence to same and provides input to the Financial Services Department on the implication of future growth on the Township's Development Charges Study and By-law.

Direct and co-ordinate the development and preparation of principles, strategies, policies, and recommendations relating to all physical, social, heritage and economic changes/growth affecting the Township and the appropriate staging thereof.

Participates as a member of the Senior Management Team in reviewing and approving all reports and recommendations for submission to Council and assist in the development, administration, and consistency in the implementation of the Township Strategic Plan and Township-wide policies and procedures.

Initiate and maintain strategic alliances and partnerships within the community, our corporate partners, government departments and other agencies for the development of an enhanced resource base and co-operative service provision.

Determine departmental staffing requirements and participate in the hiring and selection of departmental staff. Ensures professional development, training and performance review programs are carried out in accordance with approved guidelines, and that all staff are appropriately developed and trained.

With the approval of Council and based on established work plans (such as the Department's Business Plan), engaging such consultants as may be necessary to undertake major projects establishing criteria and acting as liaison on behalf of the Township for all of the consulting services to the Department.

Communicates and interfaces with Council, the public, our corporate partners, government and other agencies on departmental matters in an efficient and effective manner.

Develop policies with respect to the awarding and supervision of consulting services and approving payment certificates and other instruments necessary for appropriate oversight.

Oversees and manages all human resources demands and issues within the department including staffing, customer service, discipline, labour relations and health and safety compliance.

Act as the CAO in accordance with the rotation schedule.

Participate as a member of the Community Emergency Control Group and provide for appropriate liaison with the Township's Heritage Committee and Committee of Adjustment.

Provide professional evidence to the LPAT, tribunals and Provincial Courts as required which may include participating in negotiations, mediation and arbitration.

Other projects as assigned.

KNOWLEDGE AND SKILLS

Education and Experience

A university degree in Planning or closely related disciplines (Urban Design, Architecture)

A minimum of seven years of work and managerial experience in planning, five (5) of which are with a municipal or public sector authority

Member of CIP and OPPI

The Work Requires:

A thorough knowledge of planning theory and practice as defined by the Canadian Institute of Planners and Administrative Law. Detailed knowledge of and the ability to interpret and administer a variety of regulations, acts, policies and guidelines.

Tact, diplomacy and knowledge of local government and related political processes.

Organizational, analytical and planning skills to effectively assess, direct and manage the related programs and services.

Membership and certification in the core discipline of academic study (RPP, OMAA, OALA)

A very good knowledge of general management principles and theories as they relate to a wide range of planning programs and services in order to effectively direct the delivery of same.

Familiarity with current legislation and guidelines as they relate to planning, building, development engineering and economic development/tourism services affecting municipalities.

Detailed knowledge, and ability to interpret and administer a variety of regulations, acts, contractual agreements, policies and guidelines pertaining to department programs.

General knowledge of budgeting practices and processes from the initial development of, to the monitoring of variance reporting functions.

Analytical skills to define and resolve planning and development related problems.

Time management skills to respond to matters in a timely manner and to meet prescribed deadlines.

Experience and exposure to issues associated with economic development/tourism or large scale property investment and development.

Negotiation and mediation skills to carry out effective land purchases/sales transactions.

Communication skills to advise Council, staff and the public on planning and development matters, respond to concerns and to present professional opinions to LPAT.

Management skills to supervise and motivate staff and administrative and management ability to plan, direct, control and monitor departmental activities and resources.

Working Conditions

Generally works from an office environment. No unusual working conditions.

Required to attend regular Council and/or Committee meetings

Occasional requirement to attend community meetings and open houses.

CLASSIFICATION

Non-union/Union:

Non-union/Supervisory – senior management
Full time (35 hours per week)

Supervision:

(Direct) Manager of Planning
 Chief Building Official
 Economic Development and Tourism Officer

(Indirect) Administrative Assistant
 Consultants

Rating and Salary:

Level 11 (2019)