



<b>Position Title:</b>	Director of Planning & Development	<b>Department</b>	Planning & Development
<b>Effective Date:</b>	October 23, 2020	<b>Revised:</b>	March 17, 2023
<b>Reports To:</b>	Chief Administrative Officer	<b>Status:</b>	Full-time
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>• Chief Building Official</li> <li>• Senior Planner</li> <li>• Junior Planner</li> <li>• Planning Administrative Coordinator</li> </ul>	<b>Indirect Reports:</b>	<ul style="list-style-type: none"> <li>• Deputy Chief Building Official</li> <li>• Building Officials</li> <li>• Building Permit Coordinator</li> <li>• Sewage System Inspector</li> <li>• Planning Student</li> </ul>

## Position Summary / Main Purpose

Under the general direction of the CAO, the Director is responsible to plan, direct and lead the municipality's Planning & Development Department operation which includes land use planning, development, and building including individual on-site sewage systems.

While working to continuously improve all aspects of Planning & Development services to meet the ever changing needs of a growing and changing community, the Director will provide strategic vision, leadership and expert guidance to the Township while ensuring short and long term plans are in place to maintain existing development and to accommodate growth.

Directly responsible for all matters pertaining to land use planning and development within the municipality to ensure compliance with Provincial, County and Municipal legislation, policies, procedures and regulations. This position provides technical planning review, reports and opinions, and defends planning recommendations to Council and Committees of Council on a variety of planning matters and applications. This position provides planning advice of a functional, technical and professional nature to various internal and external stakeholders, including defending planning evidence at the Ontario Land Tribunal (OLT) as an expert witness and plays an integral role in advocating for and acting in the public interest with respect to all planning and development related matters in the municipality.

## Key Duties and Responsibilities

### Management (25%)

1. Provide leadership and direction for Departmental staff.
2. Supervise the activities of all Departmental staff, organize workflow (short and long term) and set priorities to ensure the Department is operating to meet or exceed all applicable legislative and Township requirements.
3. Recruit, train, evaluate and discipline all direct reports.
4. Promote professional development with the intent of succession planning.
5. Formulate and recommend Department policies, priorities and objectives that will support the efficient operation of the Department from both a short-term service delivery aspect,



as well as a strategic long-term Departmental plan in accordance with established municipal strategic goals.

6. Ensure all Health & Safety policies and procedures are being followed and met.
7. Approve vacation time and time sheets for direct reports.
8. Identify and develop innovative, cost effective methods for delivering planning and development services and process improvements.
9. Responsible for the procurement process and requests for proposals for planning and related projects and services.
10. This position is deemed to be an “Essential Service” in the event of an emergency and is a key part of the Municipal Emergency Control Group.

### **Financial (15%)**

1. Prepare, review and analyse annual operating and capital budgets for the Department.
2. Administer expenditures for the Department in compliance with the annual budget.
3. Manage capital equipment purchases and all expenditures and revenue for the Department.

### **Land Use Planning (50%)**

1. Evaluate and analyze planning applications to ensure compliance with Provincial, County and Municipal legislation and/or policies, standards, guidelines, and good planning principles. This involves:
  - i. Completing pre-consultation with applicants and their consultants on planning projects and applications;
  - ii. Ensuring complete application submissions in accordance with requirements of the Planning Act and other Provincial, County or Municipal policy and the determination of required studies;
  - iii. Consulting, reviewing, and interpreting comments received from internal and external stakeholders upon circulation of application;
  - iv. Coordinating department and agency comments to ensure decision and conditions are clear and accurate;
  - v. Conducting site visits to facilitate planning recommendations;
  - vi. Facilitating, collaborating and resolving outstanding application issues which may involve negotiation with applicants and sometimes multiple stakeholders;
  - vii. Responding to inquiries and/or concerns from applicants, residents, internal departments, other stakeholders; and
  - viii. Preparing planning recommendations, reports, By-laws and agreements on Planning Applications to Council for consideration.
2. Lead all aspects of planning related projects including the review and update of the Township’s Official Plan and Zoning By-law.
3. Provide leadership, guidance and advice of a functional, technical and professional nature to Council, Committee’s, staff, applicants, public and other stakeholders.
4. Collaborate with other departments and sometimes co-lead on a variety of initiatives such as Recreation Master Plan, Transportation and Transit Master Plan, Development Charges By-law review, Lot Grading Procedure, engineering standards, environmental assessments, and other special studies.
5. Interpret and apply all applicable Provincial, County and municipal legislation, policies and procedures in accordance with the legislated time frames under the Planning Act in order to make recommendations.
6. Participate, contribute, represent Township and/or Department interests on internal and



- external Committees and/or multi-disciplinary teams.
7. Ensure the Township's Duty to Consult is complied with relative to all Planning matters to ensure meaningful dialogue with First Nations communities.
  8. Develop and maintain information/pamphlets to improve communications for all stakeholders (i.e. Fact Sheets).
  9. Interact with the Severn Sound Environmental Association (SSEA) to ensure compliance with Source Water Protection Act and other environmental matters.
  10. Prepare MDS calculations, as required by provincial legislation, for new barns (livestock) in consultation with OMAFRA.
  11. Back-up to the Senior Planner for all duties related to the Committee of Adjustment including the role of Secretary-Treasurer.
  12. Attend planning and related workshops (i.e. County Planning meetings, North Simcoe Planning meetings, etc.).
  13. Conduct zoning review for Building Permit applications, which involves contact with stakeholders and the review and interpretation of technical documents such as site plans, surveys, lot grading plans, and building elevation drawings.
  14. Responsible for completing all required on-going education to ensure that the minimum continuous professional learning units are completed to be in good standing with the OPPI and CIP.

### **Administration and Customer Service (10%)**

1. Receive, respond or redirect inquiries, requests, or complaints from internal and external contacts regarding planning and development matters.
2. Receive, diffuse and respond to all inquiries, requests, or complaints that have been escalated to the Director of Planning & Development from other staff.
3. Prepare, retain and maintain hardcopy and electronic data, records and files to ensure compliance with pertinent legislation, regulations and by-laws, and municipal and/or departmental policies and procedures.
4. Responsible for the file management of planning applications.
5. Monitor and review service level standards, such as legislated timeframes for making determination on a planning application to ensure compliance with the Planning Act and makes modification accordingly.
6. Ensure proper training for members of the Committee of Adjustment and Heritage Advisory Committee.

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

### **Working Relationships**

The position requires frequent and/or regular contact with multiple persons including co-workers, residents, stakeholders, Council and Committee members. Meetings occur in person, virtually, by phone or email, or at Council or Committee meetings. Strive to provide quality customer service to all internal and external customers.

### **Inside the Corporation:**



- Planning & Development staff
- Department Heads
- Municipal co-workers
- Tatham Engineering (Sewage System Approval Consultant for the Township) staff
- Mayor and Members of Council
- Committee Members

### Outside the Corporation:

- General public/customers
- Consultants, agents, lawyers
- Contractors, Builders, Developers
- County of Simcoe staff
- County Planning Directors
- External agencies/associations (SSEA, MPAC)
- Provincial ministries (MTO, MNRF, MECP, OMAFRA)

The purpose and nature of the contact with various stakeholders is to inform, negotiate, guide, direct, advise and provide professional opinion on all matters related to Planning & Development within the Township of Tiny, providing knowledge and interpreting municipal By-laws, policies and associated regulations and represent the Township's interest.

Working relationships require excellent understanding of associated Provincial, County and municipal by-laws/regulations and strong communication skills and diplomacy in dealing with challenges or conflicts or collaboration with all levels of clients (internal and external).

### Education / Experience / Skills Training

#### Education:

- Four (4) year University Degree in Urban and/or Rural Planning or related discipline.
- Membership in good standing with the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).
- Valid Ontario Class "G" Driver's License in good standing for use of corporate vehicles for business

#### Experience:

- Minimum of 10 years' land use planning experience, with 5 to 7 years' senior management experience, preferably in a municipal environment.
- Experience related to land and community development/growth management.
- Extensive knowledge of land use principals in addition to knowledge of various applicable statutes, regulations, policy statements, processes, by-laws and best practices, particularly the Planning Act.
- Working knowledge of the Municipal Act, Ontario Heritage Act, Ontario Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Source Water Protection Act, Development Charges Act, and other applicable Acts and Regulations.
- General knowledge of the Building Code Act and related regulations.



- Excellent interpersonal, financial, managerial, project/time management, organizational, analytical, research, communication, presentation, problem-solving, report-writing and supervisory skills.
- Strong leadership and human relations skills in order to direct, develop, motivate, and support staff in developing and achieving goals and objectives and able to participate as an effective team member within the Planning & Development Department and the organization as a whole.

### Knowledge and Skills Training:

Working knowledge of the following applicable legislation and policies:

- Ontario Planning Act
- Ontario Provincial Policy Statement
- Provincial Growth Plan
- Ontario Heritage Act
- Ontario Land Tribunal (OLT) appeal process
- Familiarity of other related legislation (Municipal Act, Ontario Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Source Water Protection Act, Development Charges Act, and other applicable Acts and Regulations.
- Thorough knowledge of the Committee of Adjustment process
- Computer literacy, utilizing Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) GIS applications (County and internal LIS)

### Required Soft Skills:

- Excellent personnel managerial skills
- Excellent interpersonal, communication and conflict resolution skills (verbal and written)
- Excellent organizational, research, analytical, public engagement and consultation, customer service, teamwork and leadership skills
- Excellent project/time management, analytical, report writing, presentation, collaboration, facilitation and problem solving skills
- Capable of completing tasks independently with minimal supervision
- Ability to anticipate the needs of others and adapt quickly to changing priorities/timelines

### Outcomes of Error

- Error by employee could result in significant monetary loss to the Township by way of lawsuit, property damage or poor accounting of operating/capital budget.
- Error by employee can result in financial losses to the Township if litigation results, subject to liability insurance, also loss of goodwill with stakeholders and negative impact on residents and development within the community.
- Error by employee could result in an embarrassing situation for the Township causing loss of good will and create a negative impact with residents and contractors.
- All conduct must uphold the integrity and good reputation of the Township. The employee is directly responsible for the consequence of error in behaviour.
- Misinterpretation of data or inaccurate information can reflect poorly on the Township and can have long term consequences.
- Negative outcomes can bear heavily on mental health.



## Physical and Mental Demands

### Physical Environment:

- Office environment, constant exposure to people (i.e. violence and harassment in the workplace), minimal material hazards (100%); and
- Driving to outside meetings and site visits/inspections to meet with residents/agents/contractors to assist in analyzing development proposals and formulating planning opinions/reports.

### Physical Effort:

- Sitting for long periods of time both during regular work activities and for attendance at Council and Committee meetings (95%).
- Walking, standing, reaching (5%).
- Minimal requirement of job to lift, push, pull objects of weight (up to maximum 20lbs).

### Sensory Demands:

- Visual and aural attention required (100%)
  - Frequent sensory (visual) demands such long periods focusing on a computer monitor;
  - Frequent sensory (visual) demands to review detailed hard copy prints of reports, site plans, surveys, building elevation drawings and lot grading plans;
  - Frequent sensory (audio) demands in confined office environment with proximity to other work spaces and busy front counter at main Township entrance.

### Mental Demand:

- Position requires a high degree of mental acuteness (100%).
- Formulating professional planning opinions involving multi-disciplines, conflict resolution, neighbourhood impact, etc.
- Providing professional opinions and representing the Township's interest on the spot at Council and Committee meetings and meetings with residents/developers.
- Frequent interruptions.
- Frequent interactions with the public.
- Interaction with disgruntled members of the public.
- Frequent changes in priorities.
- Working to deadlines in accordance within legislated time frames and as directed.
- Ability to think and act strategically and effectively in a political and community service environment, to build strong and enthusiastic staff teams and external alliances/partnerships.
- Demonstrates political acuity and solid understanding of strategic processes required to develop appropriate Municipal and Departmental short and long term goals and objectives, and to meet legislated and regulatory requirements.
- Carries out tasks requiring significant concentration on a variety of activities, some of which involve the assessment of a considerable number of options and occasionally require the use of complicated analytical methods.



## Working Conditions

- Regular business hours 9:00 am to 4:30 pm (35 hours per week) with regular overtime as needed;
- Participant at regular evening Council and Committee meetings (after hours);
- Conduct site visits for Planning Applications or other property/development related matters;
- Travel required for meetings/training/conferences outside of work.

## Confidentiality

- Responsible for matters confidential in nature (i.e. legal matters, property transactions, in camera reports, etc.).
- Attend confidential meetings with Members of Council, senior staff, outside investors, etc.).
- Access and responsible for confidential information, that if disclosed would be detrimental to the organization.
- Staff recruitment, which involves the review of resumes and conducting of interviews.

## Health and Safety

- Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

## Review

**Supervisor:** Chief Administrative Officer

**Date:** March 17, 2023