



Director of Planning & Development Township of Tiny, Ontario

The Township of Tiny is a thriving municipality, home to 13,000 permanent residents, which increases to over 30,000 residents over the summer months, as a popular destination for cottagers. Our Township is the most northerly township of Simcoe County in the Southern Georgian Bay region of Southern Ontario, occupying most of the Penetanguishene peninsula with a total area of 344 square kilometers and a 70-kilometer coastline on Georgian Bay. The Township skirts the municipalities of Midland and Penetanguishene and embraces the coastline in a sweep around the peninsula and includes the hamlets of Lafontaine, Perkinsfield, Toanche, Wyevale and Wyebridge.

With clear waters, rich forests, abundant snowfall and beautiful coastlines of sandy beaches, the Township is a four-season hidden gem. It is a close-knit community that cares about the environment, about the beautiful beaches and green spaces. We have a rich agricultural and cultural heritage and a quality of life that is unparalleled.

The Township is an environmentally focused, diverse family of communities with a focus on providing an economically sustainable and healthy lifestyle, while maintaining the special charm and rural character of the Township.

The Position

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 Qualifications

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

The Township of Tiny offers a competitive salary (\$102,759 to \$128,453) and competitive benefit package. Join our community and lead a dedicated team which strives to make Tiny the best place to live, work and play. Visit www.tiny.ca for a detailed job description. To explore this opportunity, please apply by 12 noon on April 11, 2023 to:

Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0

Attention: Human Resources Department
Email: humanresources@tiny.ca

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.