



Town of Erin
Community Services

Director of Planning & Development

Position Title: Director of Planning & Development

Reports To: The Chief Administrative Officer (CAO)

THE OPPORTUNITY

Under the direction of the CAO, the Director of Planning & Development will be a visionary leader that fosters a cohesive and motivated team to meet corporate goals and objectives by echoing the mission and vision of the Town that is set out in our strategic plan. The incumbent will be responsible for providing team-oriented leadership and management of all operations and staff in the Planning, Building, By-law, and Economic Development business units. The successful candidate will prepare and present relevant reports to Council, and will work closely with various internal and external stakeholders to articulate a clear vision of the direction of future urban growth of the Town. As a key member of the Leadership Team you will demonstrate innovative and strategic thinking and will be the spokesperson for development planning within the Town.

What can I expect from this role?

As the Director of Planning & Development you will:

- Be responsible for overseeing all aspects of the Planning, Building, and Economic Development business units;
- Advance development projects through approval process by working with the applicants as well as Town staff and the public including:
 - Coordinate the review and analysis of planning and development proposals and applications and zoning compliance analysis for proposals and applications. This includes the co-ordination, circulation and evaluation of comments from internal departments, agencies, the public and Council and the formation of planning alternatives and recommendations;
 - Oversee the preparation of detailed planning reports and make recommendations to Council on development review matters, based on sound planning principles in respect to all applications.
 - Attend Ontario Land Tribunal (OLT) hearings and other hearings conducted under Provincial legislation on behalf of the Town, providing oral and written evidence, and defending the same under cross-examination;
 - Be responsible for responding to public inquiries regarding planning and other development matters and holding and facilitating meetings to engage the public on development applications including agencies and members of the public in a manner which ensures service excellence;
- Prepare the annual departmental budget in a manner consistent with the strategic plan and delivers services within the approved budget;

- Liaise with other business units on development applications, proposed by-law amendments, Official Plan amendments, etc.;

The successful candidate will hold:

Education

- A University degree in Planning or the equivalent (Master's Degree is an asset);
- Full membership in good standing in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI);

Experience

- 10 years of progressive planning experience in a senior management and leadership role, preferably in a municipal environment;
- Sound understanding of municipal planning principles and practices, zoning by-laws, development approvals process and urban design;
- Thorough knowledge of Zoning By-laws, Official Plans, and OLT processes, local government functions and responsibilities;
- Sound working knowledge of the *Planning Act*, *Ontario Building Code*, as well as other applicable Legislation and regulations.
- Working knowledge of the municipal functions of Economic Development, investment attraction and business retention;

Working Conditions and Environment

- The successful candidate will be working primarily out of the Town offices;
- This position is a 40-hour per week position Monday- Friday, however the candidate may on occasion also be required to work outside of regular business hours;
- The compensation range for this role is \$97,414 - \$118,518 annually.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted **until 4:00 pm on December 10th 2021**

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.