

City of Thorold

Manager of Development Planning (Non-Union)

DepartmentDevelopment Services	Reports to ...Associate Director/Chief Planner
Pay Grid Level8	Hours of Work35
Position family Manager	Location City Hall/Development Services Location

Job Summary

Reporting to the Associate Director/Chief Planner, the Manager of Development Planning is a technical expert in development planning responsible for assisting the Associate Director/Chief Planner with the management and supervision of service delivery functions related to development planning. This includes, but is not limited to providing supervision and leadership to staff within the development planning section of the Planning Division; reviewing and updating procedures to meet legislative requirements for development applications, coordinating the processing of development planning applications including coordination with internal departments and external agencies.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Undergraduate or Graduate degree in land use planning
Experience	<ul style="list-style-type: none"> (5) five years of progressive planning experience preferably in a municipal environment Project management experience considered an asset Previous supervisory experience is preferred
Skills, Qualifications, Certifications, Designations	<ul style="list-style-type: none"> Excellent with project management, communication, facilitation and negotiation skills Strong expertise in the review and processing of Planning Act applications Experience in facilitation, negotiation and staff supervision Ability to resolve progressively complex and comprehensive land use matters in a multi-tier municipal system Working knowledge and experience utilizing Provincial Policy Statement, Provincial Plans, the <i>Planning Act</i>, <i>Municipal Act</i>, <i>Environmental Assessment Act</i>, Official Plans, Zoning By-laws, development and subdivision agreements Exceptional verbal and written communication skills required Demonstrated political acuity in decision-making

JOB DESCRIPTION

	<ul style="list-style-type: none">• Dispute resolution• Exceptional verbal and written communication skills required• GIS experience considered an asset• Membership in the Canadian Institute of Planners and Ontario Professional Planners Institute (MCIP; RPP)
Number of Direct Reports	<ul style="list-style-type: none">• Direct: 4• Indirect: 1
Titles of Direct/Indirect Reports	<p><u>Direct Reports</u></p> <ul style="list-style-type: none">• Senior Development Planner (1)• Development Planner (2)• Development Coordinator (1) <p><u>Indirect Reports</u></p> <ul style="list-style-type: none">• Planning Clerk (1)• Students• Consultants and contract staff

Duties & Responsibilities

Department and Application Administration

- Under direction from the Associate Director/Chief Planner, manages and undertakes day-to-day planning activities as they relate to development planning
- Identifies opportunities for operational excellence and implements procedural changes to ensure legislative requirements and operational objectives are met
- Attend public, committee and council meetings as required.
- Formulate thorough and comprehensive reports based on a thorough analysis of issues, with professional recommendations
- Thoroughly review staff reports for legislative compliance, risk management and good land use planning prior to advancement to the Associate Director/Chief Planner for consideration

Staff Leadership

- Manages and supports planning staff by creating a positive work environment that supports productivity and customer service excellence
- Ensures establishes policies and procedures are followed within the development planning section
- Assesses staffing needs, manages schedules and participates in recruitment process for the development planning section

JOB DESCRIPTION

- Identifies staff development opportunities and undertakes performance management/review, coaching and mentoring, disciplinary actions, career planning, staff engagement, health and safety
- Monitors staff workloads, establishes priorities, assigns work activities, projects and programs; reviews and evaluates methods/procedures, and meets with team regularly to identify and resolve matters

Financial and Asset Management

- Assists with developing the planning division's annual budget and monitors budget use for the development planning section
- Identifies service delivery efficiencies to achieve annual plans and objectives

Other

- Responds to planning matters; monitors and expedites responses
- Manages expected outputs from external planning consultants providing temporary planning services to the city, as required
- Reports to the Associate Director/Chief Planner on operational risks, challenges, opportunities, and successes
- Monitors and reports on established KPI's set for the development planning section
- Represents the planning division in the community, upper-tier government, business, professional associations and professional functions as required or directed
- Acts as a staff representative on various committees of Council as required
- Responds to complaints in a professional manner
- Undertakes other duties as assigned

Additional Information

Responsible for liaising with external agencies and compliance with the following legislation:

Legislation

- Planning Act and regulations passed thereunder
- Ontario Planning and Development Act and regulations passed thereunder
- Conservation Authorities Act and regulations passed thereunder
- Niagara Escarpment Planning and Development Act and regulations passed thereunder
- Greenbelt Act and regulations passed thereunder
- Provincial Policy Statement
- Condominium Act and regulations passed thereunder
- Ontario Heritage Act and regulations passed thereunder
- Environmental Protection Act and regulations passed thereunder
- Environmental Assessment Act and regulations passed thereunder
- Clean Water Act and regulations passed thereunder
- Ontario Land Tribunal Act and regulations passed thereunder
- Municipal Act

JOB DESCRIPTION

- Employment Standards Act and regulations passed thereunder
- Occupational Health and Safety Act and regulations passed thereunder

Working Conditions

- Typical office environment
- Vehicular travel to meetings, training, site inspections
- Able to work with no supervision
- Mental and visual concentration required

Approvals

	Name	Signature	Date
Director	Jason Simpson	<i>Jason Simpson</i>	October 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	October 2024

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: October 2024

	Name	Signature	Date
Incumbent			