

City of Thorold

Director of Planning and Development (Non-Union)

DepartmentPlanning and Development	Reports to Chief Administrative Officer
Reports to Chief Administrative Officer	Hours of Work 35
Pay Grid Level11	Location City Hall

Job Summary

Reporting to the Chief Administrative Officer and part of the Senior Management Team, the Director of Planning and Development Services will be a strategic, innovative thinker that desires to engage Planning and Development Services staff in expanding technological capabilities and business methods to facilitate the tremendous growth Thorold is experiencing. The Director will be a key individual in the implementation of the City’s strategic plan. This dynamic position is responsible for the oversight of Planning, Building, By-Law Enforcement and Committee of Adjustment.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • University degree in Planning, or related field, preferably at a masters level
Experience	<ul style="list-style-type: none"> • 10 years of progressive experience with management experience preferably in a municipal environment
Qualifications, Certifications or Designations	<ul style="list-style-type: none"> • Excellent staff leadership capabilities with project management, communication, facilitation and negotiation skills • Ability to act strategically in a political and corporate service environment, to foster progressive corporate thinking and, to build dynamic and enthusiastic teams and strong external partnerships. • Extensive experience in resolving progressively complex and comprehensive land use issues. • Working knowledge of Provincial Land Use Policy, the Municipal Act, Planning Act, and Building Code Act • Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP) is preferred

Supervision

# of Reports	Direct: 2
Titles of Direct	<ul style="list-style-type: none"> • Manager, Planning Services

Reports

- Chief Building Official

Duties & Responsibilities

Department Administration

- Leads and directs the strategic, general and financial management of the Planning and Development Department.
- Leads the development, maintenance and implementation of the Official Plan and Zoning By-law, ensuring compliance with the Planning Act. Prepares reports/recommendations and attends Council, community stakeholder and other public meetings as required; makes presentations and provides advice/guidance on planning, building and By-Law issues and strategies, and emerging trends and significant new/pending legislation and regulatory guidelines affecting the municipality as it relates to the portfolio.
- Assists and ensures the Department works within its legislated requirements.
- Supports the CBO in the administration and enforcement of the Building Code Act, Ontario Building Code, municipal by-laws, and other relevant legislation.
- Institutes quality assurance and continuous improvement practices. Regularly reviews and evaluates departmental administrative and service delivery processes with a view to ensuring practices are coordinated between departments, appropriate stakeholder consultation occurs, and that practices are innovative/contemporary, meet the needs of the Municipality, and reflect customer service excellence and value.
- Accountable for overall administration and operation of the Department's Development Approvals process
- Directs projects and initiatives based on the established work plans related to policy planning, development approvals, transportation planning, heritage and urban design.

Financial and Asset Management

- Manages and leads the departmental budget, which includes: Operating Budget, Capital Budget, Long Range Capital Budget, General Levy Forecast and Operating Budget Forecast.
- Seeks innovative ways to deal with financial restraint and to achieve operational efficiencies.
- Responsible for ensuring the department budget is adhered to
- Contributes to the development of the corporate budget to achieve an optimal balance between cost and levels of service.

JOB DESCRIPTION

People Leadership

- Provides leadership to the Planning, Building and By-Law teams to ensure that the management and delivery of services are aligned through the establishment and harmonization of goals, priorities, work plans and the provision of strategic advice and direction.
- Assesses departmental staffing needs, and reviews and recommends complement amendments and organizational structure changes, participates in recruitment processes, and makes effective hiring and/or promotion recommendations/decisions.
- Provides leadership to the department management team, including staff development, performance management/review, coaching and mentoring, staff engagement, rewards and recognition, health and safety and discipline.
- Undertakes ongoing evaluation of direct reports and determines their capabilities in order to ensure appropriate development plans are put into place; Guides and develops people through performance management, career planning, and development; deals effectively with non-performance.
- Assigns work activities, projects, and programs; reviews and evaluates methods and procedures; meets with Department team on a regular basis to identify and resolve problems

Other

- Liaises with residents, internal departments, other governments/agencies, elected officials, contractors and special interest groups, etc. on development; monitors and takes appropriate action on complaints received
- Works with the CAO and senior management team to monitor activities and agreements with service partners to ensure municipality's interests are protected; undertakes representative and/or inter-governmental/board/agency relations activities to foster cooperative working relationships, provide assistance/guidance/resources, and influence decision-making where appropriate.
- Makes recommendations on the hiring of consultants and/or other external resources to assist with undertaking major projects/studies; reviews RFP/Terms of Reference and oversees the evaluation of bids
- Undertakes representative duties as the Director of Planning and Development Services with the community, province, businesses/industries, professional associations, and inter-municipally as required/directed; takes a leadership role in the event of a community emergency; acts in the absence or on behalf of the CAO, as assigned.
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives.

Additional Information

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

Legislation

- Planning Act
- Places to Grow Act
- Greenbelt Act
- Technical Safety and Standards Act
- Provincial Policy Statement
- Growth Plan
- Regional Policy
- Building Code Act


JOB DESCRIPTION

- Ontario Heritage Act
- Environmental Protection Act
- Environmental Assessment Act
- Local Planning Appeal Tribunal Act
- Employment Standards Act
- Municipal Act
- Development Charges Act
- Occupational Health and Safety Act
- Fire Protection and Prevention Act

Working Conditions

- Typical office environment,
- Able to work with no supervision
- Mental and visual concentration required

Approvals

	Name	Signature	Date
Chief Administrative Officer	Manoj Dilwaria		January 8, 2021

Updated: January 2021