



## The Town of Collingwood Seeks: Director, Planning and Building Services (Full-Time)

Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths: a vibrant downtown, a setting within the natural environment, and an extensive waterfront. This offers a healthy, affordable, and four-season lifestyle to all residents, businesses and visitors. Collingwood is located in the heart of Ontario's finest four-season destination area and offers a combination of old time charm and history with the best recreation in Southern Ontario. Live, Work and Play!

Reporting to the Chief Administrative Officer, the Director, Planning and Building Services is responsible for the management, leadership and supervision of the Department which includes: the development and recommendation of planning policies and long-range strategies to guide the growth of the municipality in an environmentally sustainable manner; the coordination, evaluation, and recommendation of development proposals, and for Committee of Adjustment functions; the provision of technical advice and counsel on planning matters, associated public consultation/participation facilitation, presentation, and liaison duties; and, budget preparation and administration. Main duties and responsibilities are in the areas of: developing and managing the Town's Official Plan review process and overseeing other special studies; overseeing and ensuring consistent and appropriate departmental evaluation of development applications; making presentations and providing guidance on new/pending legislation; liaising with developers, builders, other departments and/or levels of government/agencies; being an expert witness at the Local Planning Appeal Tribunal; and, department budget and staff coordination.

Preferred candidates will possess a degree in Urban Planning, Environmental Studies or related discipline and full membership in the Canadian Institute of Planners and the Ontario Professional Planners Institute, together with a minimum of seven (7) years of significant progressive management experience in a municipal environment. Thorough working knowledge of the Planning Act, Municipal Act, OMB/LPAT processes and other provincial regulations affecting the land use planning field, sound planning principles and practices, development processes, urban design concepts, and local government functions/responsibilities is required.

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, 8:30 a.m. to 4:30 p.m. with the requirement to attend Committee and Council meetings. The salary range for this position is \$120,848.00 to \$146,837.60 per year.

Please refer to the Town of Collingwood website for further position details located at: [www.collingwood.ca/humanresources](http://www.collingwood.ca/humanresources). Interested qualified applicants are invited to forward their cover letter and resume quoting **Job #2018-66** no later than **January 14, 2019 by 4:00 p.m.** to:

Melissa McCuaig  
Manager, Human Resources  
Town of Collingwood, P.O. Box 157  
Collingwood, Ontario L9Y 3Z5  
Fax: 705-445-5715  
Email: [jobs@collingwood.ca](mailto:jobs@collingwood.ca)