



## Town of Midland – Job Description

**Position Title:** Manager of Planning  
**Department:** Planning  
**Reports To:** Executive Director of Community and Development Services  
**Grade 14:** \$81,480 (start) to \$ 101,850 (2019 wage rates)

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### Position Summary

The Manager of Planning will coordinate the evaluation of development applications received by the Town, provide direction and counsel on development proposals and act as a liaison with internal departments, provincial and federal governments, agencies, and stakeholders. The Manager will coordinate long-range plans, policies, and special studies that guide the future growth of the municipality, conduct planning research, including the collection and analysis of statistical and demographic data, as well as participate in the Town growth planning process.

### Duties and Responsibilities

- Supervises Senior Planner and Planning Administrator. Provides training, mentoring, and coaching, and conducts performance evaluations.
- Manages day-to-day planning activities as they relate to land use planning, development review, and heritage. Administers and prepares the Town's planning documents including the Official Plan, Heritage and Zoning By-laws.
- Oversees and manages the delivery of the processing of a wide range of Planning Act land use control and development applications such as plans of subdivision/condominium, site plans, Official Plan and Zoning By-law amendments, Part lot control exemptions, Deeming By-law approvals, and other applications for development received by the Town, in accordance with Town, Regional and Provincial requirements.
- Negotiates and facilitates resolution on complex issues and disputes on behalf of the municipality in the development review and approval process.
- Undertakes directly and/or manages Town initiated planning studies and/or general amendments to the Zoning By-law.
- Manages and oversees the statutory functions and administration of the Committee of Adjustment, including the processing of applications (i.e. land division/lot creation, granting of easements, minor variance approval, power of sale, validation of title), the preparation and/or review of public notices, the review and evaluation of applications through staff reports, and the preparation of meeting minutes, decisions and related correspondence and legal documentation; and provides recommendations or opinions regarding matters of compliance with legislation to staff and members of the Committee.
- Through delegated authority of Council, manages and oversees the functions and operation of the Pre-Consultation Review Committee, including, but not limited to, conducting pre-consultation meetings with proponents and identifying Planning Act application submission requirements; and upon receipt

of Planning Act applications, determines fulfilment of “Complete Application” requirements pursuant to the Planning Act of Ontario, and Town By-laws.

- Oversees the preparation of draft plan approval and conditions of approval on plans of subdivision and condominium; makes minor changes, alterations, additions or deletions to conditions of approval for same, and coordinates final approval of plans for registration at the Land Registry Office, pursuant to the Planning Act of Ontario, and Town By-laws.
- Develops and maintains database-tracking systems for development application processing, approved official plan amendments and zoning by-law amendments.
- Assists with the periodic comprehensive reviews and updates of the Zoning By-law as well as ensures the ongoing consolidation of amendments to the Zoning By-law.
- Supports the preparation of annual financial budgets for Planning and Committee of Adjustment,
- Prepares or reviews amending/adopting by-laws and agreements for Council approval and registration.
- Oversees preparation, conducts reviews and monitors implementation of Urban Design Guidelines and Architectural Control Guidelines.
- Monitors planning-related trends and planning activities at the Provincial, Regional and local municipal level, including matters such as Ontario Municipal Board decisions, legislative/ regulatory changes, new initiatives in other municipalities, zoning standards, etc., and provides input, advice, interpretation on how these may affect the Town, and if necessary, recommend policy or procedure directions to implement.
- Prepares reports, makes recommendations, and represents the Planning division at council meetings as required.
- Drafts procedures for approval by the Department Head. Ensures that all operating procedures, policies, and records are created, managed, and adhered to. Ensures all technical, statistical, and other pertinent data are maintained as required.
- Prepares and/or presents reports/recommendations to Council on current development applications and other planning matters including but not limited to Official Plan and Zoning By-law amendments, plans of Subdivision Site Plans, and/Condominium.
- Provides advice, interpretation and recommendations in response to enquiries, liaises with and provides information and/or resolves complaints/concerns from the general public, internal departmental staff, consultants, elected officials, community/special interest/ratepayer groups, real estate agents, appraisers, the development community and other levels of government on municipal land use-planning, development applications, new or pending legislation and regulatory guidelines, and other planning matters.
- Attends Council, Committee, Public Hearing, Committee of Adjustment, community/stakeholder and other public meetings as necessary; makes presentations and provides advice/guidance on municipal land-use planning, development applications, new or pending legislation and regulatory guidelines, and other planning matters.
- Researches, prepares, and provides expert witness and other testimony as Professional Planner as may be required for Local Planning Appeal Tribunal, court and/or other tribunals or judicial proceedings.

- With the assistance of administrative staff, provides support to committees of council and oversees planning development review meetings.
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives.

### Qualifications and Requirements

- University Degree in Land Use Planning or an Honours Degree in a Planning related program from an accredited University;
- Full membership in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI), accompanied by the Registered Professional Planner (RPP) designation.
- Seven (7) years experience in a municipal land-use planning environment in an urban growth/rural environment, with particular emphasis development planning including one (1) year in a supervisory and leadership experience, preferably in a public service environment.

### Competencies

- **Business Acumen** – the ability to build business relationships, resolve conflicts, negotiate, mediate, facilitate and deliver information to a wide variety of audiences. Effectively research and analyze, and effectively respond to emerging opportunities and risks.
- **Political Acumen** - Ability to build trust and credibility in a politically sensitive role with competing demands and priorities.
- **Communications Skills** - Possesses strong communication skills, both verbal, and written and expresses thoughts in an organized, concise manner. Actively listens to the issues of others in a manner that elicits cooperation and support. Ability to think under pressure and present cogent ideas and respond effectively in a public meeting settings. Has the ability to develop and deliver effective presentations.
- **Negotiations**- Ability to negotiate contentious matters on behalf of the municipality specifically as it relates to development agreements, site plan agreements and subdivision/condominium agreements.
- **Leadership** – The ability to coach, mentor, and leader, you strive to create a culture of empowerment and accountability and a team that feels well supported and valued.
- **Collaborative** – Has an honest, open, and consistent approach to working with others toward organizational strategic objectives and possesses strong relationship and interpersonal skills, including the ability to build relationships and develop and maintain partnerships.
- **Knowledge** – Continuously seeks to stay current and be at the leading edge in his/her field and is committed to continuous learning; one that is self-motivated and

self- directed, being able to work independently with sense of urgency to task completion.

- **Innovative** – Is creative, and has the ability to seize upon innovative opportunities, while recognizing the necessity of working with limited resources and in alignment with the strategic directions of the Town.
- **Energetic & Adaptable** – Has the ability to adapt to new and changing situations; able to alter course/direction when necessary; enjoys and embraces new challenges; flexible; able to deal with stress effectively.
- **Technical** - Strong computer skills particularly with Microsoft Office, municipal and government databases.

#### Effort/Physical Demands

- Work involves mental and visual concentration with frequent interruptions  
Physical demands require standing, sitting, walking and some lifting
- Visual attention for detail and health and safety while on the job

#### Working Conditions

- Normal work week is 35 hours – may be required to work evenings and weekends as needed for meetings (Council, budget, various committees)
- Primary working environment will be at the Town Municipal offices.

#### Typical Working Conditions

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|-----------------------|-----------------------------|
| Environment           | Standard office environment |
| Standard work week    | 35 hours Monday-Friday      |
| Shift work required?  | No                          |
| Unusual hours/shifts? | As required                 |