



CITY OF ORILLIA

GENERAL MANAGER, DEVELOPMENT SERVICES AND ENGINEERING

ABOUT ORILLIA

With a population of approximately 34,000, Orillia is a sustainable and creative city that leverages its core strengths: a lively and historic downtown, exciting growth, and vibrant waterfronts along two lakes. Orillia is located one hour north of the GTA and offers affordable living alongside major employers like Hydro One, Lakehead University, Georgian College, Orillia Soldiers' Memorial Hospital and the Ontario Provincial Police General Headquarters. Orillia offers an excellent quality of life with four-season recreation and cultural opportunities for every age, including an impressive parks and trail system, festivals, galleries, music and live theatre. Located in the heart of Lake Country, Orillia is a great place to live, work and explore.

POSITION OVERVIEW

SUMMARY

Reporting to the Chief Administrative Officer (CAO), the General Manager of Development Services and Engineering (DSE) is a key member of the Strategic Leadership Team. As a Professional Engineer and/or a Registered Professional Planner, the General Manager of DSE is responsible for providing strategic leadership for all engineering and land-use planning. The General Manager of DSE is responsible for directing, managing and reviewing the activities and operations in the Engineering Division; Legislative Service, Building, Parking, and Transit Services Division; Planning and Housing Division; and Parks Planning and Development Division. The General Manager of DSE is responsible for approximately 60% of the City's capital projects.

KEY RESPONSIBILITIES

ENGINEERING DIVISION

- Oversee the preparation of engineering plans and specifications; bidding; tendering; competency of contractors and vendors; and the selection criteria for public contracts.
- Monitor the project management for the construction of the municipal public works infrastructure projects. Monitor assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Oversee and provide guidance to the staff who administer, review and comment upon engineering submissions associated with all development applications.

PLANNING AND HOUSING DIVISION

- Work with the Senior Planners to review and analyze current (development control) and long-range (policy) land-use planning issues.
- Develop, plan and implement goals and objectives for the Division; recommend and administer policies and procedures as approved by Council.
- Oversee the maintenance and development of current land-use planning documents (e.g. the City's Official Plan and Zoning By-law) by overseeing the regular reviews and identifying issues that need to be addressed to conform or comply with current legislation, changes in land-use planning theory or practice, or market-driven trends.



CITY OF ORILLIA

GENERAL MANAGER, DEVELOPMENT SERVICES AND ENGINEERING

- Oversee divisional staff to ensure that all statutory requirements regarding development approval applications are complied with (e.g. maximum application processing timeframes; determining if applications are complete; providing Notices of Public Meetings and Notices of Passage or Decision, etc.). Must have a working knowledge of the *Municipal Act*, general knowledge of the *Building Code Act*, and a detailed knowledge of the *Planning Act*, together with any applicable and current Provincial Policies and related statutes and regulations.
- Oversee the review and analysis of all development approval applications (e.g. Site Plan Approval; Committee of Adjustment – Consent and Minor Variance; Zoning Amendment; Official Plan Amendment; Draft Plan of Subdivision and/or Condominium; Part Lot Control, etc.).
- Oversee coordination with developers, contractors, property owners, community and neighbourhood groups, civic advisory groups, the public, and other interested and affected parties in land use, planning, and development issues and decisions.

LEGISLATIVE/BUILDING/PARKING/TRANSIT SERVICES DIVISION

- Oversee the regular review of all by-laws enforced by the City and make recommendations with respect to draft amendments thereto.
- Monitor the process recommendations to the Province regarding fines and other matters related to the *Provincial Offences Act* and other applicable legislation.
- Provide guidance pertaining to prosecutions related to municipal by-law charges, as well as Building Code offences as required.
- Oversee and provide guidance to staff managing the City's Parking Administration Program.
- Oversee and provide guidance to the Building Division of the Department by maintaining a sufficient knowledge of the Ontario *Building Code Act* and Code to facilitate the cohesive administration and application of Building Code/Plumbing Code/Fire Code enforcement with the relevant land-use planning policies and/or regulations.
- Oversee and provide general oversight of the City's public transit system, including both conventional and specialized (i.e. the Orillia Wheelchair Limousine Service) transit services.

PARKS PLANNING AND DEVELOPMENT

- Coordinate the development of Parks Planning and Development capital projects with other divisions and departments to ensure efficient and logical project planning.
- Oversee the safe design and construction of parks and trails through enforcement of structured standards: CSA Playground Standards, Electrical Safety Authority, *Technical Standards and Safety Act*, Crime Prevention Through Environmental Design, Zoning By-law, Building Code, etc.
- Review landscape architectural standards to be used for City projects.
- Review environmental approvals from outside agencies relating to parks and trail projects, e.g. Fisheries and Oceans Canada and the Ministry of Natural Resources and Forestry.

GENERAL GOVERNANCE

- Provide strategic advice to Council, CAO, other parties of interest, and staff on all areas within the portfolio.



CITY OF ORILLIA
GENERAL MANAGER, DEVELOPMENT SERVICES AND ENGINEERING

- Prepare reports, make recommendations/presentations, and attend Council and Council Committee in Closed Session, Strategic Leadership Team, community groups, public and/or other meetings, as required.
- Strategically monitor and manage the departmental budget along with the 10-year capital plan.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; and work with employees to correct deficiencies. Work in conjunction with the Director of Human Resources to manage union/management relationships, including collective bargaining, grievances, etc.
- Maintain effective and cooperative liaison with Council, other municipal departments, and government agencies.
- Review, prepare and submit grant approval applications.
- Respond to inquiries, handle and resolve complaints, and serve as an initial point of contact for public and media inquiries regarding land-use planning and construction project issues.
- Prepare, review and recommend the annual departmental and divisional budgets (including all applicable operational budget, capital budget, and supplementary request components).
- Monitor and administer the approved budget and report on same; authorize payment of accounts; and provide long-range planning for City capital improvement projects.

POSITION EDUCATION, SKILLS AND EXPERIENCE:

- Possession of a Professional Engineering designation and/or Registered Professional Planner.
- At least 10 years of senior leadership experience.
- MBA is an asset.
- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Graduate degree in land-use planning, engineering or a directly related field will be an asset.
- Working knowledge of the *Municipal Act*, *Building Code Act*, and the *Development Charges Act*, combined with extensive and detailed knowledge of the *Planning Act*.
- Knowledge and understanding of land-use planning theory and principles.
- Excellent verbal and written communication skills, together with strong organizational, analytical, coaching, time management, strategic planning, presentation, and management skills.
- Strong computer skills using Microsoft 365 applications, including Word, Excel, Outlook, Teams and SharePoint, together with other application software such as Geographic Information System software.

Compensation for this position is \$180,175 to \$210,779, plus a comprehensive benefits package. Applications will be accepted until May 24, 2024 at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the



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Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.