



Director, Planning & Building
Permanent Full-time
J0524-0465

The Town of New Tecumseth is looking for a Director, Planning & Building to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment. Additionally, the Town offers the following perquisites:

- flexible work environment, including ability to **work from home up to two (2) days per week**
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Responsible for the overall leadership, management and direction of the Planning and Building Department including Building Services including the development and recommendation of policies and long-range strategies to guide growth and development in the municipality; establishment and review of departmental procedures, forms and corporate materials; review, co-ordination, evaluation and recommendation of plan and subdivision applications' provision of technical advice on planning and liaison duties; economic development activities; committee functions, staff management and supervision; budget preparation and administration.

Responsibilities:

- Plans, organizes, directs and controls all functions and activities of the department including but not limited to:
 - ensuring the municipality is developed in compliance with legislated requirements.
 - preparation and maintenance of the Official Plan and Zoning By-Law(s);
 - reviewing developments, co-ordinating comments and preparing reports;
 - attendance at development meetings to provide input as requested
 - meeting with developers and other proponents of projects, in order to review site plans, subdivisions, Official Plan amendments, Committee of Adjustment applications, etc.
 - providing planning evidence to Ontario Municipal Board hearings on matters as directed by Council.
- Seeks out and prepares any applicable grant applications
- Oversees the administration of the zoning by-laws for the municipality and directs the processing of land use/zoning compliance request activity, including interpretation of and response to non-routine requests; formulation of department policy regarding administration of responses; monitoring of activity level response time and develop and undertake remedial action.
- Oversees the co-ordination of corporate responses regarding applications to the Committee of Adjustment, including the compilation of reports, interdepartmental comments, attending Committee hearings as required, providing advice on applications and providing overall direction on procedures, policy interpretation and approval conditions.

Qualifications:

- University degree in Planning field or closely related discipline
- Membership in the Canadian Institute of Planners and Ontario Professional Planners institute is required
- 7-10 years experience in municipal planning position with progressively increasing responsibilities with 5 years management and/or supervisory experience.
- Must have a thorough knowledge of a Municipal Planning department and its associated functions with the ability to interpret policies and regulations of the Planning Act and other related legislation relevant to the department.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly, to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with employees and address employee issues promptly, objectively and respectfully. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$129,965.20 - \$161,215.60, plus employer paid benefits and OMERS pension plan

Hours: 8:30 a.m. – 4:30 p.m. Monday through Friday (35 hours per week)

Location: Office is located at the New Town Hall – 24 Tupper St. W, Alliston, ON

Start Date: July 2, 2024

To apply, please submit a cover letter, resume and copies of the required credentials by May 31, 2024.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0524-0465&BRID=EX272552&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.