



## EMPLOYMENT OPPORTUNITY

The Town of Pelham is now accepting applications for the following position:

### **Director, Community Planning and Development**

Reporting to the Chief Administrative Officer (CAO), the Director, Community Planning and Development is responsible for all Town matters related to planning, development, and building. The Director liaises with government agencies, community stakeholders, and advises Council, the CAO, and the senior leadership team (SLT) on planning strategies and directions ensuring that development is aligned with Town and provincial policies, plans and objectives.

#### Duties Include:

- Plan, organize, direct and control all functions and activities of the department, including but not limited to:
  - Ensuring the Town is developed in compliance with legislated requirements
  - Preparation and maintenance of the Official Plan and Zoning By-Laws
  - Reviewing development applications, coordinating comments and preparing reports
  - Attendance at development meetings to provide customer service 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 at the Ontario Land Tribunal and the Environmental Review Tribunal as needed
- Manage and lead all departmental staff including the provision of performance reviews and the development and implementation of individual training and development programs. Participate in the recruitment and selection process, provide coaching, and recommend discipline, termination and promotion of staff in partnership with the People Services Department
- Oversee the administration of the Zoning By-laws for the Town and direct the processing of land use/zoning compliance request activity, including interpretation of and response to non-routine requests, formulation of departmental policy regarding administration of responses, monitoring of activity level response time and develop and undertake remedial action
- Oversee the coordination 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
- Ensure the timely preparation of complete and accurate staff work for presentations to Council, the Committee of Adjustment and other committees of Council, and public meetings
- Sit as a member of the Senior Leadership Team and the Emergency Management Control Group
- Perform research and analysis for presentations on special projects on planning and building matters
- Monitor regional and provincial developments in planning, economic and community development matters and evaluate their impact on Town policies and programs
- Direct the development of and monitor performance of the annual departmental budget
- Represent the Town at conferences and other forums
- Comply with the *Occupational Health and Safety Act* and the policies, procedures and practices developed by the Town. Play an active role in protecting and promoting health and

safety at work and ensure timely reporting of any observed health and safety hazards or lapses in the functioning of any health and safety measure or procedure.

- Other duties as assigned

The successful candidate will possess the following:

- 10 years of senior planning and leadership experience, preferably in a local government setting
- University degree in Planning, Geography, Urban Studies, or a related field. Preference will be given for Master's degrees in any of these fields.
- Membership with the Canadian Institute of Planners or eligibility for membership, ideally coupled with a Registered Professional Planner designation
- Comprehensive knowledge of and ability to interpret and administer various regulations, Acts, contractual agreements, policies, and guidelines pertaining to planning and building
- Exceptional oral and written communication skills for providing strategic advice, preparing reports, presenting proposals, and delivering recommendations to Council and senior staff

**Salary:** \$142,281 - \$166,450, plus employer paid benefits, competitive vacation package and OMERS pension plan

**Hours:** 8:30am to 4:30pm Monday to Friday (40 hours per week). Some overtime is required.

The Town of Pelham offers a flexible work environment, including the ability to work from home up to three (3) days per week.

Resumes must be submitted directly to the Manager of People Services at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00am on **Friday, June 21, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.