



Manager, Policy Planning
Permanent Full-Time
J0924-0238

The Town of New Tecumseth is looking for a Manager, Policy Planning 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.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Under the direction of the Director, Planning and Building, this position will perform the tasks associated with the day to day delivery of activities of the policy planning business unit.

How you contribute to our organization:

- Responsible for ensuring appropriate staffing resources are in place for delivering the branch's services effectively. Responsible for recruitment, performance management and development of Branch's human resources.
- In collaboration with the Director, develops the annual business plan and capital and operating budget for the Branch. Manages the revenue and expenditure targets across the Branch. Analyses budget figures, reviews trends to direct appropriate expenditures and controls costs.
- Leads and manages the staff of the Branch to meet performance standards for the delivery of programs and services by the Branch and is responsible for effective planning, allocation and management of all material, financial and human resources.
- Implements improvement projects consistent with the goals of the Corporation with respect to customer service, process efficiency, fiscal responsibility, continuous improvement and leadership excellence.
- Prepares policy documents including Official Plans, secondary plans and amendments, growth management related studies and reports such as on demographics, Town planning statistics, land budget, and intensification. Distributes divisional workload of policy files to the planning staff team.
- Undertakes policy related research on a variety of planning issues and prepares guidelines related to these matters. This can include municipal as well and provincial planning policy document analysis and assessment with recommendations to the Director and Council.
- Oversees and provide guidance, direction and coaching to the planning staff team with respect to complex aspects of planning responsibilities including, but not limited to, administration of the Town's Community Improvement Program. Coordinates pre-consultation meetings and assesses compliance with eligibility criteria, provide direction to staff regarding recommendations to Committee of the Whole. Reviews written work including staff reports, correspondence etc. of the planning staff team.
- Analyses (including site inspections), evaluates, negotiates, and mediates planning and related development issues, in preparation of reports, including recommendations for Council's consideration and decision, regarding land use policy related matters.
- Provides expert planning testimony before administrative tribunals such as the Ontario Municipal Board (Local Planning Appeal Tribunal (LPAT)) and Divisional Court. Involved in settlement negotiations on behalf of the Town as required. Assist legal counsel in preparing for legal proceedings (evidence, testimony) and documents (OPA's, Zoning By-Laws, and Agreements) on a variety of application types.
- Meets with and advises owners, planners, architects, lawyers, builders, the public, elected officials, other municipal departments, and external authorities through the processing of planning proposals and/or planning studies; negotiate and mediate resolutions to obtain consensus respecting planning and development related matters;

report and make recommendations on issues and implications for consideration by Council.

- Attends and represents Planning and Development Department at Statutory Public Meetings.

What you bring to the team:

- University degree in Planning or a related field from a recognized university or equivalent.
- Full member of the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP).
- Masters degree in Planning or a related field from a recognized university or equivalent and/or related college diploma or additional vocational training is preferred.
- At least seven years of related municipal land use planning experience.
- At least 3 years of supervisory / management experience in a municipal land use planning environment is preferred.
- Class "G" Driver's Licence in good standing is required.
- Excellent knowledge of planning principles, concepts, practices, methods, and applicable legislation is required.
- Above average word processing, spreadsheet and database computer skills required (Word, Excel, Power-Point, etc.); familiarity with computer assisted mapping software programs.
- Must have an excellent understanding of municipal government with a well-developed ability to interpret policies and regulations of the Planning Act and other applicable municipal and provincial legislation.
- Excellent judgment required in determining appropriate information to be included in reports and development control planning documents in the best interests of the Town.
- Superior judgment required in interpretation of by-laws and policies accurately and consistently.
- Excellent judgment required in determining the appropriateness of applications in the context of Provincial policy, municipal official plans, planning principles and the interests of the municipality.

Salary: \$109,236.40 - \$136,554.60, plus employer paid benefits and OMERS pension plan

Hours: Monday – Friday, 8:30 am – 4:30 pm

Location: Town Administration Centre - 24 Tupper Street West, Alliston

Start Date: December 9, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (degree, training, etc) on our [website](#) by November 12th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0924-0238&BRID=EX294948&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.