



## Job Search

# Manager of Planning Services

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #1030

Date Posted: January 29, 2025



INTERNAL/EXTERNAL

## MANAGER OF PLANNING SERVICES

Permanent, Full Time

An Opportunity to Join Our Dynamic Team ... in a Dynamic City

St. Thomas is a community growing in size and strength and is home to about 40,000 people. Conveniently located close to Port Stanley, London, and Highway 401, it's the perfect location in Southwestern Ontario. With a rich heritage but a modern atmosphere, there is nowhere better to thrive than St. Thomas.

Posting #1030-01-25

### POSITION SYNOPSIS AND PURPOSE:

This non-union position, under the general supervision of the Director of Planning & Building Services, is responsible for the coordination of Planning Services, the supervision of the Planning staff including the Planner, Senior Planning Technician, GIS Planning Technician, and Planning Programs Coordinator. Participates in setting and monitoring the planning program, advises on policy direction, reviews and recommends actions resulting from legislative and regulatory changes and emerging development issues and supervises planning studies and projects. Will liaise with other departments, the public and stakeholder groups and attend Council and Council committee meetings as required; and will represent the Municipalities interests at the Local Planning Appeal Tribunal. Duties comprise activities and assignments, as required, to maintain the continuity of Planning Services for the City of St. Thomas and by agreement, the Municipality of Central Elgin. May delegate specific responsibilities to staff members, together with the necessary authority for their fulfilment, but may neither delegate nor relinquish overall responsibility for results.

### MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

#### Administration (40%)

- Coordinates and administers local planning programs for the City and the Municipality of Central Elgin pursuant to the Planning Act and other related Provincial Legislation and Regulations.
- Participates in the development and implementation of Planning Service's goals, policies and procedures.
- Drafts, evaluates and implements statutory plans, secondary plans, guidelines, standards and other municipal planning documents.
- Undertakes policy research and special planning studies/reports related to the implementation of the local planning programs to achieve municipal and provincial policy objectives, as required.

- Builds and maintains positive and effective working relationships with Civic Departments, related Boards, Agencies and Commissions, Agencies, elected officials, the development community and relevant departments of the senior levels of Government and the public.
- Maintains currency with respect to legislative changes affecting areas coming under the incumbent's jurisdiction.
- Performs such other duties necessary to maintain the continuity of the Service Area functions and the Corporation.

#### **Departmental Operations (40%)**

- Develops programs and procedures for overall planning operations including updates of Official Plans, Zoning By-laws and the scheduling of updates to planning studies necessary to support the Planning function and ensure compliance with Provincial interest and requirements of the Planning Act.
- Evaluates and reviews the processing of planning applications for accuracy, suitability and completeness.
- Prepares and presents planning reports and recommendations on a variety of planning matters.
- Provides advice on planning policy, processes, regulations and zoning to developers, the public and other departments and agencies.
- Appears as a planning witness at Local Planning Appeal Tribunal hearings.
- Gathers and analyzes statistical data relating to the social, physical and economic aspects of the community in support of the planning function.

#### **Staff Coordination and Supervision (20%)**

- Supervises, directs, evaluates and coordinates planning staff, sets priorities, assigns work and provides technical direction and guidance. For all Personnel holding authorized positions under the incumbents' direct Supervision and subject to the Personnel Policy of the City:
  - a. Participates in the selection and hiring of employees,
  - b. Appraises the performance and conduct of employees,
  - c. Recommends the promotion, demotion, discipline and termination of employees,
  - d. Schedules and/or grants sick and annual leave,
  - e. Encourages and assists in maintaining a high standard of morale,
  - f. Ensures operations and practices are consistent with the terms of any Collective Agreement and/or By-Law and that the Administration of such Agreement and/or By-Law is carried out.
- Provides support to Building Services staff on matters related to the interpretation and implementation of the City zoning by-law and other Planning documents.

#### **MINIMUM QUALIFICATIONS:**

##### **Education (degree/diploma/certifications)**

- University degree in Planning from an accredited University, Geography, Environmental Studies or a related field.
- A registered Professional Planner with the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute.

##### **Experience**

- Minimum of seven (7) years' of progressive planning experience, preferably in a Municipal setting.

##### **Knowledge/Skill/Ability**

- Understanding of pertinent provincial statutes and regulations, including the Ontario Planning Act.
- Must be able to demonstrate proficient analytical skills, strategic thinking and judgment together with strong organizational and project management skills, superior communication, excellent supervisory, leadership and interpersonal skills within a team environment.
- Computer literacy and experience using word processing, spreadsheet and database software is required.
- Must be competent within the meaning of the Occupational Health and Safety Act and be capable of issuing clearly understandable written instructions.
- Exceptional written and verbal communication and interpersonal skills.
- Ability to exchange information, receive and understand instructions.
- Ability to maintain a high level of confidentiality.
- Highly organized with a demonstrated ability to prioritize and meet deadlines.
- Must possess strong organizational, interpersonal and communication skills, with the ability to manage a team of staff in a progressive manner that promotes communication, teamwork.

- Ability to work effectively with co-workers and the ability to work with limited supervision to meet goals efficiently.
- Excellent problem-solving skills and ability to deal with the public with diplomacy and tact.
- Ability to evaluate processes and apply industry best practices to associated divisional areas to achieve operational effectiveness.
- Energetic, motivated, and innovative with excellent time management skills to work in a fast-paced environment and meet or exceed deadlines with quality results.
- Ability to manage and mediate conflict with staff and the public.
- Must be computer literate including knowledge of Microsoft Office software.
- Must be competent within the meaning of the Occupational Health & Safety Act.

#### Driver's Licence

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

#### Other

- Satisfactory Police Record Check.
- Required to work outside and beyond the normal hours of work.

#### HOURS OF WORK:

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one (1) hour unpaid lunch. Outside of regular office hours, this position requires attendance in the evenings at Council meetings for both the City and the Municipality of Central Elgin. Also, attendance is required at open houses and public information centres for special projects and major development proposals on an as required basis.

#### WHAT WE OFFER:

- Salary Range: \$110,435 - \$134,235 per annum (Band 7 – 2024 Rates)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

**Applications must be received no later than Wednesday February 19, 2025 at 11:59 p.m.**

#### HOW TO APPLY:

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities. Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

**Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.**

*Note: You may be required to answer Qualification questions during the application process.*

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

#### Other details

Pay Type Salary

Apply Now

