

*The Town of East Gwillimbury is looking for an experienced leader to serve as General Manager of the Development Services Department. This is a unique opportunity for someone who likes to make a difference, especially if you are a leader with past proven results, and you embrace innovation and contemporary business approaches.*

*East Gwillimbury is located along Highway 404 in northern York Region, is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data.) An additional 90 thousand persons and 30 thousand jobs are expected over the next 25 years, more than triple the current population.*

Reporting to the Chief Administrative Officer, the General Manager of Development Services is responsible for the strategic leadership and management of the Development Services Department for the Town of East Gwillimbury including Planning, Building and Economic Development. The General Manager and their team will strive to ensure that development in East Gwillimbury meets high community standards.

In this role, you will:

- Provide integrated strategic leadership and direction to departmental Directors and Managers to improve service delivery by enabling timely reviews and recommendations for planning approvals and building permits that activates all Branches of the Department as a unified team.
- Actively support a dedicated and integrated staff team by establishing and supporting employee mentoring, training and retention/attraction to further enhance the Departmental team's capacity. This would include developing staff for candidate consideration as part of succession planning initiatives.
- Articulate policies necessary to anticipate and manage the rapid growth that is expected and the implications for services and programs in East Gwillimbury.
- Deliver reports and presentations to Council, Committee of the Whole Council, Public Hearings, community and other public meetings.
- Oversee the promotion of the Economic Development portfolio for the Town in accordance with Council's strategic direction, and ensure that strong economic development programs are in place to attract good jobs and employers to the Town.
- Provide advice/guidance on land-use and infrastructure planning, building, economic development strategies, major development proposals and planning studies, and significant new or pending regulatory legislation, policy and guidelines.
- Complete the current update of the Town's Official Plan, secondary plans and Zoning By-law as well as growth management initiatives ensuring alignment with Provincial and Regional policies and regulations and the Town's Strategic Plan and goals related to achieving complete communities.
- Lead staff, policy development, engagement with parties of interest, and initiatives through an Indigeneity, inclusivity, diversity, equity, and accessibility lens.
- Develop short- and long-term growth projections in collaboration with corporate leadership.
- Improve development monitoring systems and reporting protocols by overseeing the creation of data and analytics architecture for the Department to monitor a variety of types of program and service delivery.
- Oversee the Town's building permit, plans review and inspection programs/processes with a view to minimizing risk and ensuring the safety of occupants through compliance with the Ontario Building Code.
- Foster heritage preservation through the protection and promotion of cultural heritage and archaeological resources.

As part of the senior management team, the ideal candidate would embody and lead in a manner consistent with the Town's Core Commitments:

- **Leads for Results** – *Drives results through planning, strategy and feedback mechanisms to monitor progress.*
- **Thinking and Acting Strategically** – *Leads with clear vision and big picture thinking.*
- **Builds Positive and Influential Relationships** – *Builds and leverages relationships to navigate complex situations internally and externally.*
- **Service Excellence** – *Embraces a service focused culture, anticipates customer needs and ensures continuous learning to optimize individual and organizational growth.*
- **Communications** – *Communicates thoughts and ideas in a clear and concise manner and actively listens and asks questions.*
- **Teamwork and Collaboration** – *Works collaboratively to discover efficiencies and achieve common goals.*
- **Creativity and Innovation** – *Shares new ideas, challenges the status quo, participates in positive change, and embraces continuous learning.*
- **Culture of Belonging** – *Embraces differences and contributes to a shared purpose and a positive environment where everyone feels valued.*

This role will suit someone with a minimum of ten (10) years of work experience within managerial and leadership roles, with a progressive leadership style, excellent communication skills, and the proven ability to manage within a municipal team environment. You will have a minimum of five (5) years of both strategic and Planning experience at a senior leadership level. With your strong problem solving and analytical skills, you have the ability to establish effective relationships with all levels within the Town and external parties of interest. You are recognized for excellent leadership; interpersonal and supervisory skills combined with a demonstrated ability to use sound judgment and exercise exceptional political acuity.

The ideal candidate will hold a university degree in Planning, accompanied by additional studies in Public Administration, Ontario Building Code requirements and/or post-graduate Business & Management studies. Demonstrated experience/background in business process review, master planning and community design, land economics and development industry business needs would also be an asset. In addition, the candidate should be a member in good standing with the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP) accompanied by the Registered Professional Planner (RPP) designation.

**Salary Range: \$183,547 - \$215,929 (Band 13)**

**Deadline for applications is October 13, 2025.**

*As a leader in modernization, innovation, and creativity. East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference*

**For more information and to apply please visit [www.eastgwillimbury.ca/careers](http://www.eastgwillimbury.ca/careers)**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's People and Belonging staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.