

MANAGER OF PLANNING



Position Synopsis and Purpose

Reporting to the Director of Planning and Building, this position provides advice and direction on planning-related issues to Township staff and Council, including the Committee of Adjustment. The Manager of Planning also provides a high level of customer service to developers and members of the public on a daily basis and is responsible for the analysis and processing of planning and development applications including the full range of applications under the Planning Act (land development related); and the analysis and processing of a variety of other development projects, applications and policy matters.

The Manager of Planning provides leadership and manages the planning team to ensure a collaborative and customer focused environment in partnership with other Township Departments and external agencies including planning staff from the Niagara Peninsula Conservation Authority and the Regional Municipality of Niagara. This role is also responsible for overseeing the delivery of grant and incentive programs.

Acts for the Director of Planning and Building in their absence.



Major Responsibilities

Description	Approx. Time Spent (%)
Administration <ul style="list-style-type: none"> Managing planning services, providing development approvals, land-use policy and project leadership to Township staff, Council, Committee of Adjustment, the development community and the broader public Prepares reports to the Planning/Building/Environmental Committee providing independent professional planning opinion and advice. Prepare site plan agreements, subdivision agreements, development agreements and other legal instruments associated with planning applications. Leads pre-consultation meetings on all applications and development proposals. Provides responses to development inquiries based on professional 	60%

Description	Approx. Time Spent (%)
<p>planning opinion and Provincial, Regional, and Township policies.</p> <ul style="list-style-type: none"> • Facilitates presentations to Planning/Building/Environmental Committee and Committee of Adjustment on planning applications. • Respond to questions from Councillors and Committee members regarding applications. • Provide advice to Township departments and external agencies based on Township policies, by-laws and professional planning opinion. • Collaborate with Township departments, external agencies, developers and proponents/applicants to find creative solutions to achieve goals within the legal framework of planning process. • Explain planning application process to members of the public inquiring about specific properties and applications. • Respond to general inquiries from members of public. 	
<p>Policies/Programs/Service Delivery</p> <ul style="list-style-type: none"> • Manages relationships with internal/external stakeholders. • Works closely with planning staff in the delivery of planning services. • Collaborates with other Township departments and external agencies to obtain expert advice on development-related matters, including Township initiatives and development proposals. • Ensures meaningful engagement of the development community, stakeholders and the general public in policy development and grant & incentives functions. • Remains up to date and provides advise on new techniques, issues, and legislation affecting community development. • Builds networks of internal and external contacts. 	20%
<p>Financial Management</p> <ul style="list-style-type: none"> • Manages planning team ensuring ongoing work quality and deliverability of results. • Responsible for planning portion of departmental budget including ensuring that the budget aligns with long term planning goals for the Township, the Corporate Strategic plan and secondary plans. • Manages and provides leadership for planning activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities. • Ensures alignment and coordination of activity and quality of output between teams under their direction. • Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration. • Ensures staff has the information and resources to make successful plans and decisions. • Ensures management responsibilities including recruitment, 	20%

Description	Approx. Time Spent (%)
<p>grievances and labour relations issues, are aligned to Township HR standards and practices.</p> <ul style="list-style-type: none"> • Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their area and department. • Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly. • Ensures all individuals under their supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training (Description of training required in order to perform the major responsibilities)

- Ontario Professional Planners Institute training courses.
- Management and leadership training
- Conflict resolution training
- Economic development training

*Attends training, workshops and seminars where appropriate and as required.



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- University degree in planning or related discipline
- Membership or eligibility for membership in the Canadian Institute of Planners.
- Certification or eligibility as a Registered Professional Planner in good standing.

Experience

- 5 to 7 years of progressively responsible, relevant planning and development experience in a municipal setting or a combination of training, education and experience deemed equivalent.
- Policy analysis, project management and strategic management training and experience.
- Experience liaising with diverse government regulatory agencies.
- Extensive experience in resolving progressively complex and comprehensive land use issues.
- 5 years' experience managing employees.

Knowledge/Skill/Ability

- Advanced skills in Microsoft Office, AutoCAD and GIS applications.
- Ability to handle creatively a variety of unstructured and complex issues having physical, economic, environmental, and social dimensions.
- Good knowledge of various levels of government, their planning related functions and inter-relationships.
- Complete understanding of the process requirements for planning and development applications.
- Sound understanding of: Planning Act; Municipal Act and Ontario Heritage Act along with respective regulations.
- Sound understanding of: Provincial Policy Statement, Places to Grow Act, Greenbelt Act, and other relevant provincial planning policy.
- Demonstrated facilitation and presentation skills.
- Excellent communication skills: proven ability to prepare clear written reports and strong presentations on complex, controversial and/or abstract subjects to diverse audiences and interests including Council and the public.
- Working knowledge of citizen involvement techniques and processes.
- Excellent listening skills for understanding, negotiating and responding to a wide range of interests.
- Proven ability to facilitate development approvals, policy planning and agreement discussions, demonstrated tact and diplomacy.
- Proven ability to interpret and comprehend complex legal agreements, comprehension and detailed orientation to understand technical requirements; strong ability to read and interpret technical drawings, plans and reports.
- Proven time management and project management skills and the ability to handle concurrent projects.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Graduate degree in planning or related discipline

- Membership or eligibility in the Canadian Institute of Planners.
- Certification or eligibility as a Registered Professional Planner in good standing.

Experience

- 5 to 7 years of progressively responsible, relevant planning and development experience in a municipal setting; including at least 3 years in a senior planner/supervisory level.
- Experience presenting evidence as an expert witness at the Ontario Lands Tribunal (formerly Ontario Municipal Board and Local Planning Appeal Tribunal).

Knowledge/Skill/Ability

- Same as minimum qualifications.



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Township staff	Constant	Direction Analysis Review Advise
Senior staff	Regular	Analysis Review Advise
External agencies (Region and NPCA)	Regular	Analysis Review Advise

Contact	Frequency	Nature of Interaction
Township Councillors & Committee of Adjustment Members	Occasional	Analysis Review Advise
Developers	Regular	Analysis Review Advise
Public	Constant	Direction Analysis Review Advise

Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

- Office at Township Administrative Office with meetings at various Township facilities – need own transportation.
- Offsite meetings at various locations in Niagara Region.
- Field work – zoning inspections and site visits to properties in West Lincoln.
- Ability to work evenings, weekends on short notice or as required.
- Regular exposure to political pressures.
- Often working under pressure with heavy workload and competing priorities.
- Attend council meetings, committee meetings, public meetings and open houses.
- Informing customers of denial of an application of conditions/restrictions due to noncompliance with policies, standards or regulations.
- Meeting daily deadlines such as reports, agreements, agendas, permit/application clearances, correspondence and emails.

Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e. 9:00 am – 4:30 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Evenings/Weekends	<input type="checkbox"/>
On-Call	<input type="checkbox"/>
Over-time (How often? Expand below)	<input checked="" type="checkbox"/>

Examples:

<ul style="list-style-type: none"> Evening meetings, to finalize reports and agreements etc.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80%
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20%
					=100%
Attend internal/external meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
Time spend travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	%
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

3. Hazards

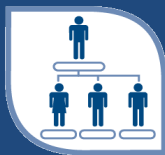
	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Requirement to lift objects (list max weight)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):				
<ul style="list-style-type: none"> • • • 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> • • • 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

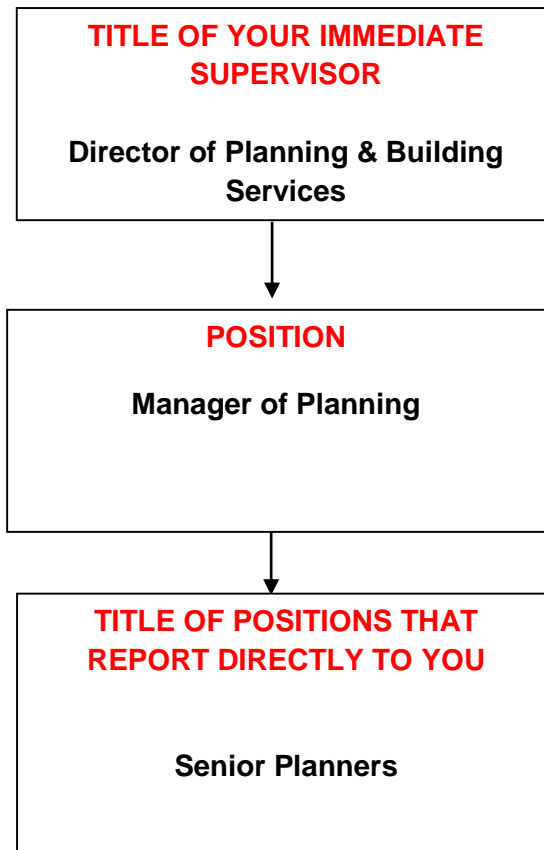


Position Classification (Where this position fits)

Position Title: Manager of Planning	Division: Planning
Department: Planning & Building	Salary Range: \$98,532.62- \$120,844.21
Work Location: Administration Office	Reports to (Direct): Director of Planning and Building
Position(s) Supervised Directly: Senior Planners	Position(s) Supervised Indirectly: N/A
Hours per week: 35	Revision Date: September 26, 2023

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Revised: September 26, 2023