



Seguin Township Employment Opportunity

Director of Planning

The Township of Seguin is a thriving municipality located in cottage country, 2 hours north of Toronto along the Highway 400 corridor. Seguin is home to 5,011 permanent residents with a seasonal increase to over 15,000 residents during the summer months. With 186 lakes of all sizes and the pristine beauty and tranquility of our natural environment, the Township of Seguin is truly "The Natural Place to Be".

Reporting to the Chief Administrative Officer, The Director of Planning will be an essential member of the senior management team. You will bring your experience in municipal planning, have proven leadership, negotiating, organizational and public relations skills, as well as superior oral and written communication abilities.

Position Summary:

- Provides professional planning services providing comments and advice to Council, committees, staff and the general public.
- Provides overall leadership to the planning department in accordance with applicable legislation, municipal policies and department priorities and budget parameters.
- Mentors the Senior Planner, Planner and Planning Administrative Assistant.
- Liaison with all levels of government.
- Represent the municipal planning policies and interest at the Ontario Municipal Board (OMB) and other tribunals.
- Provide departmental strategic leadership with the development and implementation of a strategic plan with strategies, goals and objectives.
- Using your knowledge and experience with planning policies, you will provide advice and direction relating to land use planning, development proposals and long term strategic planning issues.
- Coordinates and manages major projects for Planning, CAO and Council.
- Communicates and works with various stakeholders to develop and recommend effective and creative land use strategies that improve the quality of life, while maintaining the natural environment of the Township of Seguin.
- Develops, recommends and implements a departmental budget.

The preferred candidate will have the following training, education and experience:

- Degree in Land Use Planning or Planning related program.
- Minimum seven years relevant municipal land-use planning environment including three years of supervisory and leadership experience, preferably in a public service environment.
- Member of the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI), accompanied by the Registered Professional Planner (RPP) designation.
- Comprehensive knowledge of Ontario Planning Act and its regulations
- Exceptional organizational, communication and problem solving skills.
- Excellent report writing and time management skills.
- Proficient computer skills in MS Office (Word, Excel, PowerPoint), and GIS
- Availability to work outside of regular business hours to attend meetings as necessary.
- Must have a valid G drivers licence

Salary \$96,456 to \$110,486 per year

Please submit your cover letter and resume by 9:00 am. Monday July 28, 2021 to: Christine Dixon, Deputy Treasurer cdixon@sequin.ca . Posting will remain open until filled.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purposes of candidate selection only.

The Township of Seguin is an equal opportunity employer, committed diversity and accessibility within the workplace. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. If you require accommodation to participate in the recruitment process, please contact our office.

DIRECTOR OF PLANNING

Summary: Manages the operations of the Planning Department. Provides professional planning services to the Township, the Township Council, Committee of Adjustment and the Public.

Location: 5 Humphrey Drive

Department: Planning Services

Reports To: Chief Administrative Officer

Last Updated: May 26, 2021

Tasks:

Management

1. As a member of the senior management team, assists in the development of the corporate and community strategic plan, master plans and service delivery and is a key member of the organization for implementation of the same.
2. Attends Committee and Council meetings to provide advice, guidance and recommendations and implements resulting actions.
3. Leads the interpretation of municipal planning documents and legislation.
4. Develops, recommends and implements department goals and strategies to achieve those goals.
5. Works in collaboration with the Chief Building Official in the management of delivering Planning and Building Services.
6. Liaises with representatives of provincial ministries and agencies, other municipalities, utility services, boards, committees, commissions, authorities and the public to communicate information and resolve problems.
7. Consults with staff regarding planning issues such as zoning by-laws, subdivision agreements, severances, variances and the development of land through the planning process.
8. Develops, recommends and implements a department budget, monitoring progress throughout the year including taking corrective actions and reporting variances.
9. Determines agendas for council meetings regarding planning issues and supervises agenda and council package preparation.
10. Prioritizes projects for the department.

Leadership

11. Provides exceptional leadership to planning staff, interviewing and hiring planning employees, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary actions.
12. Coaches and counsels department staff, to identify and resolve problems, optimize employee morale, motivate staff and ensure smooth department operations.
13. Schedule and prioritizes work for staff.
14. Monitors and approves staff time off.

Planning Operations

15. Provides comments and advice to Council and Committee of Adjustment.
16. Provides information in response to enquiries related to business and development opportunities.
17. Provides research and advice regarding property matters including easements, ownership, property rights, trespass rights and public road status.

18. Attends and provides expert evidence on behalf of the Township at Ontario Municipal Board Hearings and court.
19. Updates Council and the Committee of Adjustment with information related to planning applications and issues that may arise.
20. Finalizes Consent Applications, reviews surveys, ensures conditions are met and stamps deeds.
21. Researches new legislation and planning trends for Council and staff.
22. Provides guidance and advice in the administration the Official Plan and Zoning By-law on behalf of the township.
23. Liaises regularly with the Chief Building Official to communicate information, resolve problems and promote efficient and effective delivery of services.

Customer Service

24. Provides advice and assistance to the general public in the completion of applications and ensures that proponents understand the process.
25. Conducts research to establish land use and provides information to proponents and the public.
26. Liaises with the public to communicate information, provide opinions and resolve problems.
27. Provides planning information to members of the general public.

Administration

28. Responds to enquiries giving out information, taking messages and investigating and providing information.
29. Prepares and presents a variety of reports and documents related to planning applications and related issues.
30. Approves the expenditures of the department budget.

Other

31. Complies with Seguin Township policies and procedures.
32. Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, and any applicable legislation and regulations.
33. Performs other related tasks as assigned by CAO and Council.

Qualifications

34. University Degree in Land Use Planning or an Honours Degree in a Planning related program from an accredited University;
35. Full membership in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI), accompanied by the Registered Professional Planner (RPP) designation.
36. Seven (7) years of experience in a municipal land-use planning environment including three (3) years of supervisory and leadership experience, preferably in a public service environment.