

Job Title: Director, Development Services

Department: Development Services

Reports To: Chief Administrative Officer

Directly Supervises: Manager, Planning Services; Chief Building Official

Indirectly Supervises: All department staff

Hours per Week: 35

Salary Range: \$113,447.25 to \$137,895.95

Application Due Date: January 17, 2025

Position Summary

Sits as a member of the Senior Management Team and the Emergency Management Control Team that evaluates and recommends efficiencies across departments/divisions of the Municipality of Meaford and drives continuous improvement and program review and evaluates all budgets prior to review by Committee and Council.

Held ultimately accountable for all activities related to the Development Services Department, including responsibility for the development and implementation of all land use planning and development engineering functions of the municipality and including a range of Delegated Authorities provided by Council, ensuring that appropriate policies and procedures are in place related to the Town's Ontario Building Code Programs.

Responsible for the management and representation of the department and ensure strategic and operational alignment with the Municipality's development plan.

Ensure the responsibilities and direction of the Senior Management team are carried out in an efficient manner.

Assume carriage and responsibility of corporate wide initiatives and projects as assigned from time to time and share in the corporate oversight of the planning and implementation of cross-departmental projects and issues.

Assist Council, other members of the Senior Management team and the Chief Administrative Officer in the oversight of the corporate strategic direction, decision making and planning, providing managerial experience and departmental and technical/operational insights and perspectives.

Role Specific Duties and Responsibilities

1. As the Department Head, use well-developed technical, management and leadership skills to provide input on departmental/corporate strategic initiatives and lead and/or participate on project teams. Champion the corporate mission and values within the Development Services department and across the Corporation as a whole.
2. Lead, manage and oversee all departmental staff including the provision of performance reviews and the development and implementation of individual training and development programs. Recommend and participate in discipline, termination, promotion, and transfer of departmental staff.
3. Assess staffing needs and recommend changes to complement and/or major

organization design changes; participate in the recruitment and selection process and/or review hiring recommendations, and authorize.

4. Prepare and/or review comments/conditions on applications for proposed draft plans and/or official plan amendments regarding municipal engineering needs, easements and road allowance acquisitions, and on applications for plans of subdivisions and site plans to ensure applications meet acceptable engineering standards and departmental policies with an overarching goal of long-term sustainability.
5. Ensure long-term planning, development, operations, and maintenance of all land-use planning functions including supervising the preparation and analysis of technical studies and proposals, staff reports and agreement development related to Municipal planning initiatives.
6. Collaborate that other department to ensure the Municipalities strategic goals are implemented in a timely and effective manner.
7. Ensure that appropriate policies and practices are in place to ensure compliance with the Building Code Act, Ontario Building Code, relevant Provincial Legislation and Regulations and Municipal By-laws.
8. Ensure effective and efficient day-to-day operations and functions of all department-related programs.
9. Develop and/or review, revise as necessary, and standardize departmental policies and procedures, service levels and standards.
10. Prepare, review, recommend and implement annual capital and operating budgets, and forecasts and potential funding sources; monitor and administer approved departmental budgets and report on the same, and authorize payments of accounts.
11. Negotiate the terms and conditions of planning related matters, including financial matters, and present same to Council for approval and implementation and act as the Municipality's lead on all matters referred to the Ontario Municipal Board.
12. Supports outside legal counsel on Municipal related litigation and prosecution services regarding the department.
13. Collaborates with the other Managers in ensuring proactive communication with the Municipality's residents by attending and making presentations at public and ratepayer group meetings for the distribution of planning information and for the receiving of public input on planning initiatives.
14. Liaise with other departments/levels of government, utilities, contractors, developers, ratepayer's groups, on matters relating to planning functions.
15. Participate and lead in Senior Management Team projects by preparing reports for Council approval.

16. Attend and participate at Committee and Council meetings, as required.
17. Member of the Emergency Management Control Group, as outlined in the Municipality's Emergency Plan;
18. Promotes a high standard of customer service and a collaborative approach with the public as well as to all internal customers.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and Corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Full membership in the Ontario Professional Planners institute and the Canadian Institute of Planners. Registered Professional Planner designation preferred.
2. Possess a valid Class "G" Driver's License in good standing.

Education, Skills and Experience

1. A University Degree in Land Use Planning or a Planning related program.
2. Experience providing evidence before an Administrative Tribunals is preferred.
3. Experience in Ontario Building Code matters would also be beneficial.
4. Thorough knowledge of the Ontario Planning Act regulations and procedures, and other Provincial legislative, regulatory and policy framework with demonstrated experience in interpreting and translating legislation into policy and policy options for the Division.
5. Strong communication and collaboration skills developed through extensive involvement with local citizen groups, public agencies, special interest groups and the development and building industries.
6. Demonstrated experience in municipal planning procedures and land development application procedures.
7. General knowledge of public policy, practices and current issues affecting local government with an understanding of public sector management accountability frameworks.

8. Demonstrated experience and knowledge in managing and leading staff in a municipal environment.
9. Requires a minimum of 10 years of relevant work experiences with at least 5 years' experience as a senior manager in a municipal department environment managing people.

Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

Contacts and Interactions

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Director of Corporate Services at the federal, provincial and municipal levels.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2024-53 by January 17, 2024, to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.