Job Posting #:	**#2026-38**
Job Title:	**Manager, Planning & Heritage**
Department:	Development Services
Reports To:	Director, Development Services
Directly Supervises:	Planning Technician, Planners
Status:	Full Time Permanent
Hours per Week:	35
Salary:	$91,372.88 - $111,043.43
Application Due Date:	**December 4, 2026**

Position Summary

Provides supervision, management and leadership, technical expertise and related communications for the Planning Services Division regarding development and implementation of policies and long-range departmental strategies associated with land use planning, development and building processes, operating and capital budgets. Oversees the day-to-day functions of the division and responsible for the review, research, analysis, preparation, and implementation of planning, environmental and related policy development including the legislated review and update of the Municipal Official Plan and comprehensive Zoning By-law. Leads or participates in other special planning research and analysis projects; prepares evaluation and commentary on development submissions and reports; prepares materials for public committees, council meetings and the Ontario Land Tribunal (OLT). Coordinates and participates in pre-consultation and development review meetings; responds to staff and public inquiries; processes planning and land-related applications, requests, and agreements; and performs data reporting, collection, maintenance, and technical analysis.

Role Specific Duties and Responsibilities

Management & Leadership:

1. Provide overall leadership and supervision of direct reports which includes work program planning, scheduling, distribution and follow-up; staff mentoring/coaching and monitoring of working conditions; human resources administration (recruitment/de-hiring, compensation, performance review).
2. Prepare the Division's annual work plan and budget (operating, capital) and participate in the review and approval process of the Division's budget with Council.
3. Monitor the Division's overall performance (planning) against the work plan and budget; prepare and submit periodic performance reports with initiation of corrective action as necessary.
4. Develop and implement new/revised policies and procedures for the Division.
5. Provide project management of outsourced work on major planning and development studies/ projects.
6. Act on behalf of the Director in his/her absence with respect to planning

matters that fall within the Manager's scope of professional competency and as delegated by the Director.

Planning, Heritage & Development:

7. Responsible for the accurate and consistent implementation and maintenance of the Municipal Zoning By-law.
8. Identify and track best practices and trends/advances in the fields of land use planning (policy, regulatory development), site plan control, development proposal review, corporate information technology for possible application by the Municipality.
9. Establish operating procedures, work methods and standards covering the services delivered; monitor operations against standards with initiation of corrective action as necessary.
10. Oversee the quality, timely processing and approval of development applications related to site plans, subdivisions and condominium plans and Official Plan amendments, zoning/by-law amendments, various applications and major planning studies (secondary plans). Prepare short-mid-long range land use plans; recommend planning objectives and strategies to the Director, Development Services and Council with updating of the Municipality's Official Plan and Zoning By-law to take into account local, regional and provincial interests and concerns.
11. Provide technical advice and professional planning opinions to Municipal Staff, Council/Committees and the Ontario Land Tribunal (OLT) on planning and development matters (land use planning, zoning, heritage, amendments to the Municipality's Official Plan, approval of development applications, Planning Act and related legislation, Information Technology). Oversee circulation of statutory notices. Respond to comments and questions and provide expert testimony.
12. Working with the Director and municipal solicitor, review, research and carry out analysis of municipal lands and lands-related legal matters, where required.
13. Administer, research, review and advise Council in relation to requests for purchase of Municipal lands in accordance with the procedural by-law and coordinate associated transfers with purchasers and their legal representatives, obtaining input from the municipal solicitor.
14. Prepare planning and land-transfer related by-laws, encroachment, consent and site plan/development agreements with support from the Director of Development Services, where warranted.
15. Maintain and monitor development related financial record keeping and developer deposits, securities and insurances. Assist the Director and Treasurer with reconciliation of developer accounts at year-end and the preparation of information for the annual audit.
16. With support from the Director of Development Services, develop

specifications of the technical terms and conditions for major planning and development studies/projects; prepare and review calls for Request for Proposals; make recommendations on the hiring of consultants to assist with and/or undertake studies/projects/services as required; monitor work of consultant and administer the agreements.

17. Oversee the maintenance of departmental Records Management and statistical database related to planning and building applications and activities along with associated reporting.
18. Oversee the review, administration and issuance of municipal heritage permits.
19. Keep informed on demographic, social, economic, regulatory and relevant policy conditions by researching, pursuing ongoing education and training and through networking with other professionals.
20. Develop and maintain a contact network with professionals in the field and counterparts in other municipalities; assist the Director in reviewing the feasibility of shared services and programs with neighbouring municipalities and/or related public sector organizations.
21. Represent the Department and municipal interests with individual citizens, community groups/associations, developers, commercial interests, architects, engineers, consultants, committees, technical advisory teams, work groups and the written and electronic media
22. Engage and educate staff, Council, and the general public regarding the planning process, planning profession and best practices through formal and informal educational and outreach opportunities and the use of social media.

General Duties and Accountabilities (All Municipal Roles)

- 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.
- 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.
- Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Valid Class G Driver's License, in good standing and reliable vehicle to use on corporate business.

Education, Skills and Experience

1. Degree in planning, environmental science or related discipline together with 10 years of planning experience preferably in a municipal environment, with three (3) years progressive experience in management and supervision.
2. Registered Professional Planner and full member of the Canadian Institute of Planners.
3. Project Management Professional (PMP) Designation or Project Management Certificate preferred.
4. Strong working knowledge of land use planning and environmental techniques, applications and processes; applicable legislation/ acts/regulations, local and provincial government functions/responsibilities and associated agencies as they relate to the planning and environmental processes.
5. Knowledge of community involvement techniques and facilitation experience.
6. Proficiency in Microsoft 365 and statistical database applications and general understanding of ArcGIS, AutoCAD and mapping techniques.
7. Excellent communication (written, oral and interpersonal); technical research methodology, organizational, analytical, report-writing, problem-solving, time management, database management, interpersonal, negotiation and conflict resolution skills.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting, computer usage and visual concentration. Working conditions are in a standard office environment with exposure to verbal criticism from the public. Job will involve some travel.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

Contacts and Interactions

- Communicates regularly with with municipal staff, developers, government agencies, Solicitors and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2026-38 by December 4, 2026:

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.