



Job Posting 24-16

Director, Planning and Development

The Town of Cobourg is seeking a **Director, Planning and Development**. This position is responsible for the overall leadership and oversight of the Building & Planning Department. The Director provides innovative strategies to ensure that the management and delivery of Division services are aligned to achieve Council's Corporate Strategic directives in the areas of land use planning, planning policy development, project management, development application evaluation and processing, growth management, urban design, cultural heritage planning, property standards, and building permit issuance and building inspection, and for providing advice and planning opinions and preparing relevant reports and memoranda to Council, the public, agencies and other stakeholders. As a key senior member of the Management Team, the Director is accountable for moving forward the objectives of the CAO and Council as reflected in the Corporate Strategic Plan.

The Director also prepares and executes the Divisional annual budget in a manner consistent with the Corporate Strategic Plan and identifies and secures the necessary resources for providing Divisional service delivery within the approved budget. The Director administers and enforces provincial and municipal policies, as well as legislation. The successful candidate will also provide professional advice and/or evidence before the Ontario Land Tribunal, Provincial Courts, Council and various advisory committees of Council as required.

In addition, the Director of Planning & Development is also responsible for overseeing the Economic Development portfolio and the Integrated Community Sustainability Plan. This department supports the growth, development, sustainability and resilience of the Corporation and both Cobourg's local economy and business community and community at large. The overall objectives of this department are to attract new investments, retain and/or create local jobs, generate tax revenues, secure the Town's tax base to facilitate economic development while keeping on top of trends impacting sectors fundamental to Cobourg's economy.

This position is also responsible for overseeing the Economic Development portfolio. This department supports the growth, development and resilience of Cobourg's local economy and business community. The overall objectives of this department are to attract new investments, retain and/or create local jobs, generate tax revenues, secure the Town's tax base to facilitate economic development while keeping on top of trends impacting sectors fundamental to Cobourg's economy. The primary duties of this position include:

- Leads, directs, administers, and coordinates capital and operational activities in accordance with the strategic direction, goals and objectives, and policies of the organization.
- As a key senior member of the Management Team, actively participates in Strategic Planning and the development and administration of Town policies and procedures, as well as ensures the attainment of the strategic priorities.
- Attends and participates in Council meetings and additional meetings as required to present topics/material from the Division to Council, the Public, and advisory committees.
- Responsible for administering and overseeing all aspects of the Planning & Development Division, including the Corporation's Official Plan, Zoning By-law, Committee of Adjustment, Subdivision Review, Site Plan Control, Heritage Permit and Building Permits functions, processing and monitoring of development and permit applications submitted pursuant to the Planning Act, Heritage Act and Building Code

- Act to support the work of Town Economic Development, and the assignment of relevant work to Divisional staff and any supervision and guidance required therein.
- Preparation and attendance as witness at Ontario Land Tribunal (OLT) and other quasi-judicial tribunals, also Court Hearings on behalf of the Corporation if required.
 - Provides advice to and exchanges information with Division and other municipal staff, Cobourg Municipal Council, Development Review Team, Heritage Advisory Committee, Economic Development Committee, Committee of Adjustment and Planning & Development Advisory Committee on all aspects of planning operations and procedures and proposes new policies, regulations and procedures.
 - Demonstrates sound, practical management of financial resources for the Department, including the effective oversight and implementation of financial policies and procedures, monitoring, and reporting of expenditures.
 - Assist the Manager, Economic Development to plan, organize and direct the activities of the Economic Development Department including the establishment of procedures and directives of the Corporation and to recommend revisions to policies to improve the efficiency and effectiveness of services.
 - Act as a spokesperson to potential investors, commercial interests, and broker/intermediaries concerning the Town's business development opportunities and local/relocation advantages.

The successful candidate will possess a university degree in Planning with disciplines relevant to land use, development and community planning and have a minimum of ten (10) years' professional, technical and management experience in municipal land use, development and community planning in either the public or private sector. They must be a Registered Professional Planner (RPP) and have strong knowledge and demonstrated experience with budgeting. This person will have detailed knowledge and experience in land use planning, policy formulation & analysis, demographics, growth management, urban & landscape design, sustainability, cultural heritage, economic and community development, planning law, project & strategic management, and development industry best practices. The successful candidate will also have a thorough knowledge of the Municipal Act, Planning Act, Heritage Act, Provincial Plans & Policies, Official/Secondary Plans and Zoning By-laws. Knowledge of the Ontario Building Code Act, Ontario Building Code, and Building & Property Standards By-laws would be an asset.

Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality requirements at all times is required. The successful candidate will have strong interpersonal, communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation, team building, leadership and supervisory skills. An excellent working knowledge of Microsoft Office, Geographic Information Systems, and other software application systems is required.

The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a satisfactory background check.



Job Posting 24-16

Director, Planning and Development

WAGE:

The wage scale for this position is Non-Union Grade 12: \$129,216.18 to \$151,149.00 annually.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca no later than **April 25th at 4:00pm.**

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.