

TITLE: MANAGER OF PLANNING (DEVELOPMENT REVIEW/LONG RANGE PLANNING)

DEPARTMENT: PLANNING

DIVISION: PLANNING & DEVELOPMENT

PURPOSE OF JOB: The Manager of Planning assists the Director of Planning & Development in ensuring 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 member of the Management Team, the Manager is accountable for assisting the Director in moving forward the relevant objectives of the CAO and Council as reflected in the Corporate Strategic Plan.

The Manager also assists the Director in preparing and executing the Planning Department's annual budget in a manner consistent with the Corporate Strategic Plan, and helps identify and secure the necessary resources for providing Department service delivery within the approved budget. The Manager assists the Director in administering and enforcing provincial and municipal policies and legislation, and provides professional advice and/or evidence before the Local Planning Appeal Tribunal, Provincial Courts, Council and various sub-committees of Council as required.

The Planning Department includes **two** Managers of Planning. The primary role of the **Manager of Planning – Development Review** is the processing and review of applications under the Planning Act, while the primary role of the **Manager of Planning – Long Range Planning** is to administer the Official Plan and Zoning By-law, including prescribed reviews and amendments, Heritage Planning, CIP development and implementation, Strategic Initiatives relating to sustainability and affordable housing, and other community-based planning activities.

REPORTS TO: DIRECTOR, PLANNING & DEVELOPMENT

MAIN RESPONSIBILITIES:

Administrative and Human Resources:

- Leads, directs, administers, and coordinates capital and operational activities in accordance with the strategic direction, goals and objectives, and policies of the organization under the direction of the Director of Planning & Development.
- Manages and supervises employees, including participation in recruitment, training and development, performance management, disciplinary action, and other human resource matters.
- Anticipates future resource requirements based on demographics, growth, changing priorities, legislative changes, etc. considering all options and makes recommendations to the Director of Planning & Development regarding changes in service delivery, reallocation of resources, additional staff, contracted services etc.
- Ensures processes are in place and customer service standards are being met when staff respond to residents, elected officials, community groups, etc.
- Assists the Director in the collective and collaborative bargaining process and related operational matters based on the collective agreement and applicable legislation.
- Maintains strong labour and public relations.

- Assists the Director to ensure the health and safety of the Division including taking all reasonable care to ensure compliance with the Ontario Health and Safety Act and Regulations.

Management and Leadership:

- Assists the Director in managing the overall strategy of the Planning & Development Division.
- Provides day-to-day leadership to and supervision of the direct reports in the Planning Department.
- As a key member of the Management Team, actively participates in Strategic Planning and the development and administration of Town policies and procedures.
- Attends and participates in Council meetings and additional meetings as required to present topics/material from the Planning Department to Council.

Financial Management:

- Assists the Director in practicing 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.
- Responsible for assisting the Director in the management, preparation and implementation of the Planning Department operating and capital budget.
- Provides recommendations to the Director regarding unbudgeted special projects or operational activities and over-budget scenarios, etc.

CORE RESPONSIBILITIES MANAGER OF PLANNING – LONG RANGE PLANNING

SUPERVISION:

Direct: Heritage Planner

Indirect: Development Review Planners

Technical Operations

- Responsible for assisting the Director in administering and overseeing aspects of the Planning Department relating to the monitoring, review and update of the Corporation's Official Plan, Zoning By-law, and Heritage Permit functions, processing and monitoring of permit applications submitted pursuant to the Heritage Act, and the assignment of relevant work to Planning Department staff and any supervision and guidance required therein.
- Reviews and presents recommendations and planning opinions on existing and proposed policy and legislative documents, including Provincial policies/regulations and local Official Plans, and various complex development applications to the Director, Planning & Development, Planning & Development Advisory Committee, Heritage Committee, Committee of Adjustment, Development Review Team, and Council.
- Acts as the Planning Department's lead on the implementation of the Corporation's Green Development Standard, Green Energy Retrofit program and the Integrated Community Sustainability Plan as they related to the core mandate of the Planning and Development Division.
- Assists the Director in the management of the functions of the Heritage Advisory Committee, and will support other departmental advisory committee meetings as required including the Corporation's Planning & Development Advisory Committee and Development Review Team.
- Planning Staff liaison to the Corporation's advisory committees on sustainability and accessibility and other committees as required.
- Responsible for the direct supervision and oversight of Planning Department staff on all matters related to the services and functions of Long Range Planning.

- Responds to and provides direction to Long Range Planning staff regarding public written, digital and verbal inquiries relating to heritage, long range planning matters and general planning information.
- Oversees and provides direction to staff to ensure the availability of updated heritage and planning documents for users.
- Acts as Project Manager or Division/Department Liaison for special municipal planning and capital projects under the direction of the Director.
- Preparation and attendance as witness at Local Planning Appeal Tribunal (LPAT) and other quasi-judicial tribunals, also Court Hearings on behalf of the Corporation if required.

Advice and Information

- Provides advice to and exchanges information with divisional and other municipal staff, Cobourg Municipal Council, and the Heritage Advisory Committee on all aspects of planning operations and procedures and proposes new policies, regulations and procedures.
- Provides advice to and exchanges information with applicants, consultants, agencies, community groups and the public on planning, heritage and building matters.
- Maintains good public relations with the public and development community.

Related Activities

- Performs such other related duties as may be assigned by the Director.
- Attends meetings of Cobourg Municipal Council, Planning & Development Advisory Committee, Heritage Advisory Committee, and other municipal Committees, and external agencies as required.

CORE RESPONSIBILITIES MANAGER OF PLANNING – DEVELOPMENT REVIEW

SUPERVISION:

Direct: Development Review Planners

Indirect: Heritage Planner

Technical Operations

- Responsible for assisting the Director in administering and overseeing aspects of the Planning Department, as it relates to the processing, review and approval of development applications under the Planning Act including Official Plan Amendments, Zoning By-law Amendments, Committee of Adjustment, Subdivision Review, Site Plan Control, processing and monitoring of development and permit applications submitted pursuant to the Planning Act, and the assignment of relevant work to Planning Department staff and any supervision and guidance required therein.
- Reviews and presents recommendations and planning opinions complex development applications to the Director, Planning & Development, Planning & Development Advisory Committee, Committee of Adjustment, Development Review Team, and Council.
- Reviews and provides recommendations and planning opinions to the Manager of Planning – Long Range Planning on existing and proposed policy and legislative documents, including Provincial policies/regulations and local Official Plans.
- Assists the Director in the management of the functions of the Corporation's Planning & Development Advisory Committee, Committee of Adjustment and Development Review Team.
- Responsible for the direct supervision and oversight of Planning Department staff on all matters related to the services and functions of Development Review.
- Responds to and provides direction to Development Review staff regarding public written, digital and verbal inquiries relating to development applications and general planning information.

- Oversees and provides direction to Planning Department staff to ensure the availability of updated planning documents for users.
- Preparation and attendance as witness at Local Planning Appeal Tribunal (LPAT) and other quasi-judicial tribunals, also Court Hearings on behalf of the Corporation if required.

Advice and Information

- Provides advice to and exchanges information with divisional staff, other municipal staff, Cobourg Municipal Council, Development Review Team, and Planning & Development Advisory Committee on all aspects of planning operations and procedures and proposes new policies, regulations and procedures.
- Provides advice to and exchanges information with applicants, consultants, agencies, community groups and the public on planning, heritage and building matters.
- Maintains good public relations with the public and development community.

Related Activities

- Performs such other related duties as may be assigned by the Director.
- Attends meetings of Cobourg Municipal Council, Planning & Development Advisory Committee, Committee of Adjustment and other municipal Committees, and external agencies as required.

EDUCATION & EXPERIENCE REQUIRED:

1. University degree in Planning with disciplines relevant to land use, development and community planning required.
2. Professional designation of Registered Professional Planner (RPP) is required.
3. Working knowledge and experience with budgeting.
4. Detailed knowledge and experience in land use planning, policy formulation & analysis, demographics, growth management, urban & landscape design, sustainability, cultural heritage, planning law, project & strategic management, and development industry best practices.
5. Thorough knowledge of the Municipal Act, Planning Act, Heritage Act, Provincial Plans & Policies, Official/Secondary Plans and Zoning By-laws.
6. Knowledge of the Ontario Building Code Act, Ontario Building Code, and Building & Property Standards By-laws would be an asset.
7. Knowledge and computer skills with Geographic Information Systems would be an asset.
8. High level of critical and logical thinking to identify underlying principles, reasons, or facts.
9. Maintains current knowledge of the OHSA.
10. A minimum of five (5) years' professional, technical and supervisory/management experience in municipal land use, development and community planning in either the public or private sector.

TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

1. Strong political astuteness and the ability for insightful and sound decision-making.
2. Possess exceptional leadership skills, is a team player and builds effective relationships with municipal Council, staff, stakeholders and the public.
3. Ability to work effectively in partnership with all levels of internal and external stakeholders and in a fast-paced, complex and ever-changing environment.
4. Excellent computer skills with Microsoft Office applications.
5. Demonstrated commitment to personal and professional development by remaining current with new legislation, regulations, technology and organizational theory and practices relating to the Municipality.
6. Proven written/oral communication and conflict resolution skills with a strong customer service orientation to deal effectively and diplomatically with the public, staff, union executive, advisory committees, stakeholders, and public officials.

7. Advanced skills required to negotiate, influence, handle and resolve conflict.
8. Works with a very high level of independence, prioritizing own work, identifying new initiatives/opportunities, improving divisional effectiveness.
9. Ability to delegate authority and responsibilities suitable to the time, skills and potential of direct reports.
10. Extremely well organized with the ability to effectively manage multiple initiatives and projects at one time.
11. Ability to solve complex abstract problems requiring independent judgment, strategic thinking and innovative solutions.
12. Ability to attend public meetings outside normal work hours.
13. Class G driver's license and access to a vehicle for work

WORKING CONDITIONS:

- Hours of work shall be 35 hours a week and may be scheduled between 8:30 am to 4:30 pm, Monday to Friday. Attendance at meetings after normal working hours is required.
- Physical activities normally do not produce fatigue.
- Sitting, standing, regular movement with choice.
- Significant visual demands involving writing and reading reports, reviewing plans, and use of computer.
- Ability to work evenings, weekends on short notice or as required.
- Frequent and ongoing exposure to political pressures, daily interruptions and employee relations issues.
- Often working under pressure with heavy workload and deadlines.
- Requirement to deal with difficult employee relations issues and other emotional situations.
- Carry an appropriate communications device to respond to corporate emergencies and departmental situations in a timely manner.
- Required to interact with developers, consultants and members of the public in emotionally charged situations.
- This position is eligible for hybrid work arrangements in accordance with the Town of Cobourg's approved Hybrid Work Policy and subject to approval by the Director of Planning and Development.

Original: June 2022