

Manager of Planning



Position Synopsis and Purpose (A position overview and how it connects to the big picture)

Reporting to the Director of Growth and Sustainability, this position provides professional planning advice to Council and Administration. The Manager of Planning also provides a high level of customer service to developers and members of the public on a daily basis and is responsible for the analysis and processing of planning and development applications including the full range of applications under the Planning Act (land development related); and the analysis and processing of a variety of other development projects and applications.

The Manager of Planning provides leadership and manages the planning team to ensure a collaborative and stakeholder focused environment in partnership with other Township Departments and external agencies including planning staff from the Niagara Peninsula Conservation Authority and the Regional Municipality of Niagara.

Acts for the Director of Growth and Sustainability in their absence.



Major Responsibilities (What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Leadership</p> <ul style="list-style-type: none"> Manages and supports planning staff by creating a positive work environment that supports productivity and customer service excellence Improves staff performance in all aspects of land use planning service delivery; Assesses staffing needs and manages recruitment process; Identifies staff development opportunities and undertakes performance management/review, coaching and mentoring, disciplinary actions, career planning, staff engagement, health and safety; Monitors staff workloads, assigns work activities, projects and programs; reviews and evaluates methods/ procedures, and meets with team regularly to identify and resolve matters 	30%
<p>Planning Administration</p> <ul style="list-style-type: none"> Under direction from the Director of Growth and Sustainability, manages and undertakes day-to-day planning activities as they relate to development 	60%

Description	Approx. Time Spent (%)
planning <ul style="list-style-type: none"> • Reviews and monitors development activity and undertakes procedural changes to ensure legislative requirements and operational objectives are met • Examine all applications and drawings submitted for completeness and accuracy and determine the appropriate procedure for processing the application. • Manages and coordinates the processing of development planning applications. • Manage timelines to ensure that projects and applications progress, and that complex issues are resolved within legislated timelines • Receives inquiries regarding development applications and expedites responses • Attend public, committee and council meetings as required. • Administers pre-consultation meetings • Formulate thorough and comprehensive reports based on a thorough analysis of issues, with professional recommendations. 	
Financial Planning and Responsibility <ul style="list-style-type: none"> • Develops the planning division's annual draft budget for submission to Director; • Responsible for monitoring and spend of Planning Division budget • Identifies service delivery efficiencies to achieve annual plans and objectives 	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

(Description of types of decision making and independence)

List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.

- 1) Managing planning timelines to meet legislative, client and Township requirements.

Doing the risk assessment and analysis to know when to put a “pause” on an application timeline, explaining the scenario to a client and keeping Senior Management Team updated

- 2) Requests for forgiveness from planning requirements either from a client and/or a member of Council.

With a focus on professional values, explain why there cannot be leniency but try to help with finding alternative solutions

- 3) Concerns raised by Engineering staff about the timing of infrastructure needs with a Planning Application

By understanding the complexity of the development cycle including long range infrastructure plans, budget/development charges etc build and work hard to achieve regular consultation and communication with the Engineering group.

List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.

- 1) Undo pressure from a Council member for “special” treatment as it relates to their personal planning or building projects
- 2) Developers lobbying Council or members of Council and complaining about professional planning advice
- 3) Dealing with the complexities of files that have by-law, planning, building and then departmental issues where complex and creative resolutions are sought.



**Required Training
(Description of training required in order to perform the major responsibilities)**

- Ontario Professional Planners Institute training courses.
- Management and leadership training
- Conflict resolution training
- Economic development training

*Attends training, workshops and seminars where appropriate and as required.



**Minimum Qualifications
(Absolutely cannot do without)**

Education (degree/diploma/certifications)

- Bachelors degree in planning or related discipline
- Registered Professional Planner (RPP) designation or equivalent experience with the intent on completing the requirements for the designation

Experience

- 5 to 7 years of responsible, relevant planning and development experience in a municipal setting or a combination of training, education and experience deemed equivalent.
- Policy analysis, project management and strategic management training and experience.
- Experience liaising with diverse government regulatory agencies.
- Extensive experience in resolving progressively complex and comprehensive land use issues.
- 5 years' experience managing employees.

Knowledge/Skill/Ability

- Proficiency in Microsoft Office Suite and planning systems/ platforms
- Strong leadership and interpersonal skills
- Ability to handle creatively a variety of unstructured and complex issues having physical, economic, environmental, and social dimensions.
- Good knowledge of various levels of government, their planning related functions and inter-relationships.
- Complete understanding of the process requirements for planning and development applications.
- Sound understanding of: Planning Act; Municipal Act and Ontario Heritage Act along with respective regulations.
- Sound understanding of: Provincial Policy Statement, Places to Grow Act, Greenbelt Act, and other relevant provincial planning policy.
- Demonstrated facilitation and presentation skills.
- Excellent communication skills: proven ability to prepare clear written reports and strong presentations on complex, controversial and/or abstract subjects to diverse audiences and interests including Council and the public.
- Working knowledge of citizen involvement techniques and processes.
- Excellent listening skills for understanding, negotiating and responding to a wide range of interests.
- Proven ability to facilitate development approvals, policy planning and agreement discussions, demonstrated tact and diplomacy.
- Proven ability to interpret and comprehend complex legal agreements, comprehension and detailed orientation to understand technical requirements; strong ability to read and interpret technical drawings, plans and reports.
- Proven time management and project management skills and the ability to handle concurrent projects.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Masters degree in planning
- Full membership in OPPI is required, and full membership in CIP is an asset
- Project Management Certification

Experience

- 5 to 7 years of progressively responsible, relevant planning and development experience in a municipal setting; including at least 3 years in a senior planner/supervisory level
- Experience presenting evidence as an expert witness at the Ontario Lands Tribunal (formerly Ontario Municipal Board and Local Planning Appeal Tribunal).

Knowledge/Skill/Ability

- Same as minimum qualifications.

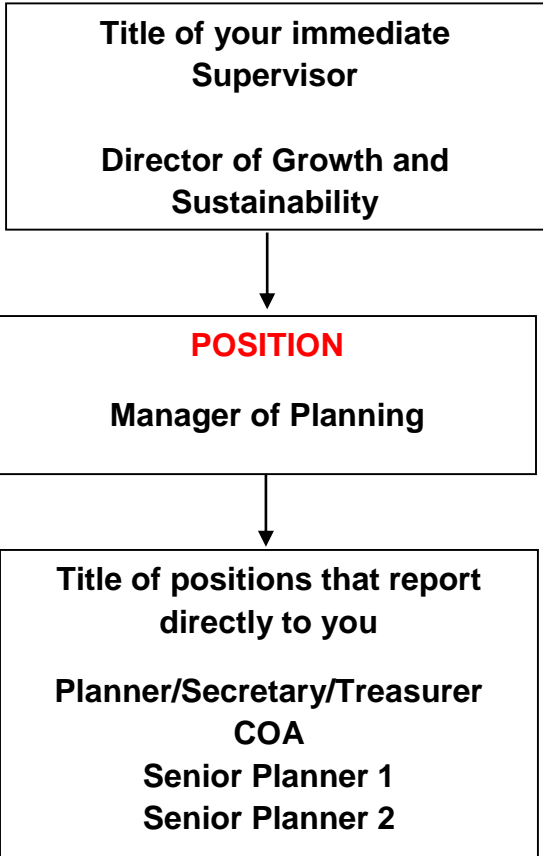


Position Classification (Where this position fits)

Position Title: Manager of Planning	
Department: Growth and Sustainability	Classification:
Work Location: Township of West Lincoln, Town hall – 318 Canborough Road	Reports to (Direct): Director of Growth & Sustainability
Position(s) Supervised Directly: Planner, Senior Planner 1, Senior Planner 2	Position(s) Supervised Indirectly:
Effective Date: August 19, 2022	Revision Date: January 27 th , 2025
Salary Range:	Hours per Week: 35 hours

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Created: Drafted – July 2022
Revised: January 2025