



## JOB DESCRIPTION

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Position: Manager of Planning and Economic Development

Status: Full-Time Non-Union Position

Reports to: Director of Development Services

Pay Band: Panel F

Hours of Work: 40 hours per week

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### **Position Summary:**

Reporting to the Director of Development Services, the Manager of Planning and Economic Development is generally responsible for responding to public inquiries and working with other municipal staff, public agencies, citizens, and developers in the review and processing of planning applications. This position is responsible for some key aspects of the Economic Development portfolio, particularly as they relate to planning and development.

### **Key Responsibilities:**

Performs the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.

#### *Planning*

1. Actively encourages appropriate development within the Town by assisting the public and developers with development approvals.
2. Represents the Town, if and when required, before the Courts, the Local Planning Advisory Panel (LPAT) and other hearings pertaining to land use development. Provides expert witness testimony as needed before the courts with applicable tribunals.
3. Meets with the public and developers concerning all planning and development matters and involving the Director on complex projects.
4. Ensures the Town's GIS system is appropriately maintained and utilized in relation to planning and development.
5. Serve as delegated authority for review and comment regarding land division committee requests. Receive review and circulation of consent applications.

6. Receive, review and process applications for Planning and Minor Variance, including the preparation of all notices and keeping of all records.
7. Supports the Director in the review of applications for Site Plan Approval, Zoning By-law amendment, and Official Plan Amendment, including the analysis of applications, creating staff reports, agreements, by-laws and affidavits as directed.
8. In conjunction with the Director, negotiating and preparing development related agreements including, but not limited to, Subdivision/Condominium, Site Plan Control and Encroachment.
9. Assist the Director in compiling financial information for the annual budgetary work plan and preparation of studies and projects relating to the immediate and long-term planning of the development of land, including the study of demographic social-economic, physical and environmental factors.
10. Communicate with other municipal service areas, neighbouring municipalities and external government agencies, such as the Rideau Valley Conservation Authority, Parks Canada, MTO, as required with regard to planning applications and information sharing.
11. Review Town projects and planning applications for AODA compliance
12. Manage website content for planning webpage and develop a “development map” for website.
13. Attends all regular and special Management Meetings and Committee of the Whole meetings; and, Council meetings upon request.

### *Economic Development*

1. Liaise with economic development and tourism organizations including but not limited to Valley Heartland Community Futures Development Corporation, The Ontario East Economic Development Commission, the Small Business Advisory Centre and Lanark County.
2. In conjunction with the Chief Administrative Officer and Director of Development Services, responsible for the development and execution of the Economic Development Master Plan, Parking Master Plan, Employment Land Study, Active Transportation Plan, Temporary Patio Policy, and other By-laws and Plans as required.
3. Overseeing the Community Improvement Program and development of the CIP. Approving release of CIP grants.
4. Development and execution of Industrial Park marketing campaign to encourage sale of land.
5. Assists the Town with economic development strategies by providing information with respect to developments and providing suggestions in relation to economic development items to senior management and Council.

6. Assists the Chief Administrative Officer in the preparation of reports to Committee of the Whole on economic development related items/applications.

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

### **Qualifications**

1. A university degree (4 years) or equivalent (minimum level of education required for position). Preferably in a planning related field.
2. At least 3 years experience in land use planning, preferably in a municipal related environment.
3. Membership in Ontario Professional Planning Institute (OPPI).
4. Registered Professional Planner (RPP), or ability to obtain, is considered an asset.
5. Thorough knowledge of Zoning By-Laws, Official Plans, the *Planning Act*, as well as other applicable Legislation, Acts, regulations, and local government functions and responsibilities.
6. Economic Development experience considered an asset.
7. Demonstrated excellent oral and written communication skills.
8. A minimum of 3 years experience dealing with community groups, Council/Boards, external agencies.

### **Working Relationships**

Internal: Other municipal departments, members of Council, the CAO, support staff.

External: Government ministries and agencies, citizens and the general public, media, professional consultants, community organizations.