

Woolwich Township Job Posting



Date: August 15, 2024
Position: Manager of Planning
Wage Rate/Grade: \$103,283.00 – \$129,104.00
Hours of Work: 35 hours/week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban cents nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) Permanent Full Manager of Planning to join their team.

Purpose of position and profile:

The Manager of Planning carries out and oversees the development and policy planning functions for the Township, and ensures that Provincial Planning legislation, Regional planning policy and planning policy/regulations of Council (including the approved Official Plan, Secondary Plans, Zoning By-law etc.) are implemented.

Responsibilities:

- Oversee the Planning division including daily supervision of planning staff, delegation of work and representation of the Planning division at Council
- Management of all development applications and policy planning projects including ensuring timelines are met and priorities are set
- Review of all Planning division work produced including reports, comments, letters, certificates, zoning compliance, site plan, agreements, by-laws, etc.
- Processing of complex Official Plan and zoning amendment applications in accordance with the Planning Act including reviewing and preparing planning reports/by-laws and Official Plan amendments and representing the Planning Services division at public meetings
- Oversee subdivision applications including evaluating the application and internal/external comments, reviewing or preparing reports/conditions of draft approval, reviewing engineering and planning drawings/reports, reviewing Subdivider's agreements and administering the application to registration
- Management and coordination of policy/long-range planning and special projects including, the co-ordination, review, development and preparation of policies, recommendations, strategies, options relating to the physical, social and economical changes affecting the Township
- Backup to the Director of Development Services in their absence
- Disseminate information with respect to planning policies, planning regulations and/or economic opportunities to the public and public agencies
- Prepare the Divisional annual operating budget and presentation of budget to Council
- Monitor Planning legislation and provide updates as needed to Senior Management and Council
- Authorize/sign purchase orders/payments affecting the division
- Perform a variety of economic development functions in collaboration with the Township's Economic Development Officer
- Administer the sale and development opportunities of Township surplus land in accordance with the Township By-law to provide for the sale and deposition of Township land
- A member of various external committees for planning or economic development related matters to represent Woolwich's interest
- Involved, or project lead, in special projects requiring planning expertise
- Prepare and provide professional planning evidence to the Ontario Land Tribunal
- Prepare other agreements including Cross Border Servicing Agreements, easements, right-of-ways, encroachment, etc.
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Post-secondary degree in Planning or related discipline (urban design, architecture).
- A minimum of five (7) years of related work experience in municipal land use planning
- A registered professional planning designation (RPP)
- Demonstrated knowledge of planning theory and practice as defined by the Canadian Institute of Planners and Administrative Law
- Demonstrated knowledge of the Planning Act, other relevant Provincial Legislation, as well processing of development applications
- Detailed knowledge and the ability to interpret and administer a variety of regulations, acts, agreements, policies and guidelines pertaining to planning practices
- General knowledge of budgeting practice and process
- Analytical skills to define and resolve planning related problems
- Communication skills to advise Council, staff, other agencies and the public on planning matters, respond to concerns and to present opinions to the Ontario Land Tribunal
- Knowledge and experience in economic development including land acquisition, marketing, basic real estate concepts, negotiations, and land servicing
- Writing skills to prepare notices, reports, by-law, amendments, agreement, comments and written opinions/positions
- Experience managing staff, coordinating projects of varying complexity
- General computer knowledge and experience with MSOffice and GIS
- Class "G" Driver's Licence in good standing and reliable vehicle to use on corporate business.

Working conditions:

- Primarily an office environment
- Flexible hours of work as required, including occasional evening hours,
- Available to work scheduled or unscheduled overtime as required

Interested applicants are invited to submit their resume via email to: hr@woolwich.ca prior to **4:00 pm on Thursday, September 5, 2024. Please quote job posting 2024-39.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request