



## **Manager of Planning Services**

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

### **Position Summary:**

Reporting to the CAO, the Manager of Planning Services is responsible for the Department's review and processing of development applications such as amendments to the Township's Official Plan and Zoning By-law, consents, proposed plans of subdivision, site plan control, minor variance, removal of part lot control and deeming by-laws. Conducts research, prepares and presents staff reports and provides input on policy projects and programs. Overall, this position plays an integral role in facilitating communication and collaboration with various stakeholders, analyzing and providing recommendations to Council &/or Committee(s) that are consistent with provincial legislation and the applicable municipal documents.

### **Duties & Responsibilities, but not limited to:**

- Manages the review and processing of all planning applications, proposals and projects submitted to the Township which may include but not limited to official plan and zoning amendment applications, site plan applications, minor variance and consent applications, and other projects as assigned
- Supervises and aids in preparation and circulation of planning applications
- Liaises with staff, developers, agencies and the public on planning proposals, zoning compliance, and all related land use planning matters
- Responds to general planning inquiries, including counter, phone, email and provides effective customer service
- Responsible for reviewing changes to legislation and procedures, conducting best practice reviews to adapt, modify, &/or develop new policies, procedures, &/or programs to be consistent with most recent changes
- Responsible for overall management of the Department staff for but not limited to health and safety and performance management, recruitment, training and development. Supports staff on assigned planning proposals and projects
- Prepares and presents planning evidence at Local Planning Appeal Tribunal hearings and acts as an expert witness
- Directs the Township's Official Plan Review, as well as support in development of Community Improvement Plan(s) (CIP), Economic Development Strategy, zoning by-law, development/community planning permits process including formulating long-range planning objectives and strategies; identifying and overseeing the review of special study areas; facilitating and ensuring public consultation/participation on same and reviewing &/or preparing associated reports and recommendations to Council for all municipality led land use planning projects
- Prepares and reviews reports of Department staff, makes recommendations/presentations based on professional planning opinion to Council/Committee, community groups, public &/or other meetings and events. If a planning application is appealed, is responsible for the preparation of files and presents

professional planning opinion evidence at the Ontario Land Tribunal Hearings and acts as an expert witness.

- Discusses development proposals at pre-consultation meetings, conducts site visits as needed and works with applicants through the planning process
- Negotiates property acquisitions and Township property sales
- Provides recommendations with regard to Department resourcing needs and budgets

**Qualifications, Skills, & Abilities:**

- University degree in Urban Planning or related field
- Minimum 5 years of progressive experience in planning and development preferably within municipal planning environment
- Minimum 2 years experience in supervisory/leadership capacity preferably in municipal planning
- Membership in Canadian Institute of Planners (CIP) or the Ontario Professional Planners Institute (OPPI)
- Registered Professional Planner (RPP) designation
- Capable to be responsible for projects such as official plan and zoning amendments, plan of subdivision applications, site plan approvals, variances and consents, and other relevant planning projects
- Thorough knowledge of Planning Act, Provincial Policy Statement, Growth Plan, Greenbelt Plan, Oak Ridges Moraine Conservation Plan, Conservation Act and other related legislation
- Demonstrated experience in land-use and policy planning in rural and urban growth environment
- Experience in policy formulation and policy analysis
- Experience providing expert testimony before the Ontario Land Tribunal
- Strong proficiency with MS Office, Adobe Acrobat, ArcGIS software
- Effective attention to detail and high degree of accuracy
- Sound analytical thinking, planning, prioritization, and execution skills
- Strong organizational skills; ability to meet deadlines, functions well under pressure, and responds to frequently changing demands
- Adept at making decisions
- Excellent communication, interpersonal, project management, and presentation skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution skills
- Ability to understand and manage high profile, sensitive or controversial political situations
- Strong problem identification and problem resolution skills
- Ability to work independently with minimal direction as well as part of a team
- Possess and maintain valid “G” driver’s licence with access to reliable vehicle
- Provide satisfactory Criminal Records Check
- Required to attend Council and Committee meetings after hours

Annual Salary Range: \$98,534 – \$123,159 (2025 rates). Based on a 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to [HR@adjtos.ca](mailto:HR@adjtos.ca) with “Planning Manager” in the subject line by May 5, 2025. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

*The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.*