



Manager of Planning Policy POSTING No. 201901

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Commissioner of Planning and Sustainability, the Manager of Planning Policy is responsible for the overall leadership and management of the Policy division. The Manager also functions as the overall lead of the Town's growth management and long range planning function, and ensures compliance with highly complex Provincial legislation and Plans, the Regional Official Plan and the Town's Community Vision as set out in the Strategic Plan, the Official Plan/Secondary Plans and other pertinent corporate policies and guidelines.

Accountabilities:

- Responsible for the direct leadership and mentoring of Planning Policy staff, including performance management and participating in staffing decisions
- Responsible for prioritizing and assigning workload to staff based on the established divisional work plan
- Develop, implement and monitor the Divisional Work Program in accordance with the Town's priorities and vision
- Ensure that division meetings are conducted in order to inform, manage, organize and monitor work program, service delivery, corporate and personnel matters.
- Develop and recommend to the Commissioner, the divisional Capital and Operating budgets, and Capital Forecast for the department and implement and monitor those budgets
- Responsible for the financial management and invoicing of divisional expenditures, including alternative funding and cost recovery programs
- Provide professional planning advice on matters related to various development projects to customers, other Departments, agencies, Senior Management, Town Council and associated boards and committees
- Hold and facilitate meetings as necessary involving Planning and other Town staff and customers and provides advice on policy related matters
- Responsible for project management of defined complex planning projects, such as the Official Plan and major Secondary Plans along with supporting studies and community engagement

- Prepare and/or oversee the preparation of land use policy, zoning provisions, professional planning reports and discussion papers and attend Committee/Council meetings to present and/or answer questions regarding their content and recommendations
- Engage a diverse range of public and private customers in the effective and efficient response to phone, e-mail and front counter inquiries, including the resolution of escalated items
- Ensure the on-going monitoring of planning initiatives in adjacent municipalities in terms of implications for the Town
- Act as the Town's lead representative on the Halton Area Planning Partnership (HAPP) and participate in inter-agency policy coordination initiatives
- Attend Local Planning Appeal Tribunal hearings conducted under Provincial legislation, other board and committee hearings and appear in court on planning matters providing oral and written evidence and defend the same under cross-examination
- Fulfill the role of Acting Commissioner of Planning and Sustainability, as required
- Perform other job related duties as required

You possess:

- 14 years of land use planning experience with an emphasis on development review and urban design along with a minimum of 3 years of management experience
- 4 year University Degree in Urban and Regional Planning
- Membership in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI) as a Registered Professional Planner (RPP)
- Thorough knowledge of Provincial legislation such as the Planning Act, Places to Grow Act, the Greenbelt Act and Provincial Plans, the Provincial Policy Statement, other Provincial legislation and plans, the Regional Plan, and the Town's Community Vision as set out in the Strategic Plan, the Official Plan and Secondary Plans
- Extensive experience in reviewing and providing recommendations on Provincial and Regional Plans and policies
- Extensive experience in drafting Official Plan/Secondary Plan policies and Zoning By-law provisions to guide Council decision making and that is defensible on appeal to LPAT
- Experience in preparing and giving evidence before Provincial Tribunals (LPAT)
- Superior written and oral communication skills including the ability to effectively present at Standing Committees, Council, and Public Open Houses
- Ability to summarize and effectively communicate complex planning issues and regulations to a wide range of audiences
- Extensive project management experience required and proven experience in managing a project through all stages to completion
- Strong researching skills
- Ability to utilize computer software as necessary, including Microsoft Word, Excel, Access, PowerPoint and Amanda at an intermediate level

Compensation:

The salary for this position (35 hours per week) is \$112,193 - \$133,563 per annum. This position will involve some travel to meetings within and external to the municipality and regular attendance at some evening meetings.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., January 25, 2019. Please quote Posting No. 201901 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201901

Note: Interviews for this position are targeted to be scheduled towards the beginning of February.

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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