



THE CORPORATION OF THE TOWNSHIP OF BROCK EMPLOYMENT OPPORTUNITY

Director, Development Services

The Township of Brock is seeking an experienced professional to fill the position of Director, Development Services. Reporting to the Chief Administrative Officer, the Director provides direction and leadership to the overall operation and administration of the Development Services Department. Responsible for the Planning, Building and Bylaw Divisions of the Department to ensure the effective and efficient management of development review, long range planning, including area wide infrastructure and transportation systems, urban design, Geographic Information Systems (GIS) and working with the CBO to ensure adherence to the Ontario Building Code.

Key responsibilities include: initiating and coordinating development and recommendation of planning policies and strategies; coordinating the processing of Planning Act applications/amendments such as Official Plan Amendments, Zoning Amendments, plans of subdivisions/condominiums and site plans; preparing and negotiating development agreements; consulting with the Public Works Department and consulting engineering services concerning Township engineering standards for the public realm; providing direction and advice on planning, development, engineering and building matters; staff supervision and development; preparing and implementing the department's operating and capital budgets; preparing and/or reviewing staff reports to Council and committees and attending Council meetings; appearing before the Ontario Land Tribunal (OLT), and/or other tribunals as an expert witness; and contributing to the senior management team.

Duties and Responsibilities

- Directs, monitors and oversees the Planning Division within the Development Services Department including development review, long range planning including the Official Plan, Zoning By-law, urban design, G.I.S., and provision of advice to the Committee of Adjustment, with support of our contracted Planner.
- Working with the Chief Building Official provides direction and advice to the Building Services Division within the Development Services Department in administration of the Ontario Building Code Act and its regulations.
- Effective Spring of 2023 works with the Chief Building Official and the Manager of Bylaw to ensure the smooth and effective operation of the By-Law Division.
- Provides strategic leadership and direction to Department staff to meet the Township's long-range planning objectives and growth management strategies, Official Plan and Zoning updates; and ensures public consultation/ participation is consistent with resident and Council expectations and regulatory requirements.
- Provides advice and guidance to ensure effective review function including site plans, draft plans of subdivision and condominium and redevelopment proposals including reviewing reports from

staff, outside consultants, internal departments, commenting agencies and resolving outstanding issues with developers; ensures recommendations for conditions of development are addressed.

- Ensures innovative, high quality urban design standards are developed and implemented to achieve the Township's strategic vision as it relates to maintaining and enhancing the Township's urban/rural character.
- Recommends policies and procedures for growth management criteria and provides bi-annual updates, data and forecasts. Ensures timely reporting to Senior Management and Council.
- In consultation with the Director of Public Works and, where necessary, the Region and Provincial agencies, actively reviews and contributes to long range/area-wide infrastructure planning initiatives and strategies for major road networks and transportation systems, septic systems, sanitary sewer and water main trunk systems, and storm water management facilities within sub-watershed areas.
- Participates in climate change planning and initiatives, and Township sponsored Environmental Assessment studies; reviews and submits reports to Council on Environmental Assessment studies done by the Region or Province on projects affecting the Township.
- In consultation with Township staff, participates in the design of public spaces such as parks, trails and community gathering destinations.
- Monitors current building activities, prepares growth projections to ensure staff and financial resources are provided to meet the Township's responsibilities under the Building Code Act.
- Working closely with the Director of Finance recommends annual operating and 10-year capital budgets; recommends departmental fee structure, security and letter of credit monitoring and recoverable costs; authorizes expenditures; participates in review/update/calculation of development charges, cash in-lieu of parkland, and applicable user fees.
- Provides input on corporate planning and strategic initiatives; leads project teams, contributes to senior management team meetings.
- Liaises with and represents the Township in dealings/meetings with Durham Region, the Province, Federal agencies, community and inter-municipal groups. Provides expert witness and other testimony as Director of Development Services and may be required for Township participation in OLT, Environmental Assessments, court, and on other judicial proceedings.
- Assesses departmental staff needs, makes recommendations on complement amendments and organization structure, participates in the recruitment process and recommends hiring/promotions.
- Supervises and/or oversees the supervision of Development Services staff including staff development, performance management, coaching/mentoring, health and safety, discipline and termination recommendations.
- Develops Departmental policies and objectives that are aligned with service levels established by Council and/or Provincial Regulations and ensures the implementation of these directives of the Department through the Department's staff.
- Prepares reports/makes recommendations and attends Council, Committees of Council, Senior Management, Committee of Adjustment, Community, Public and other meetings as required.
- Provides support and research assistance to other Directors and the CAO as required.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental or corporate objectives.
- Serves as a member or alternate member of the Township's Emergency Control Group in the event of an emergency.
- Act as the Township advisor to the Economic Development Committee.

Qualifications include a university or college degree in planning or closely related field; 7 to 10 years progressively responsible experience in development control; an understanding of rural and small urban planning issues, as well as the Greenbelt Plans, Lake Simcoe Region Conservation Authority Regulations and Lake Simcoe Protection Act as well as the Aggregate Resources Act; strong, demonstrated organization, management, problem solving and dispute resolution skills; excellent communication skills, particularly with the public; computer literacy; valid Driver's license (Class G) and vehicle; and eligibility for membership in the Canadian Institute of Planners and Ontario Professional Planners Institute. CMO designation and/or public administration courses would be considered an asset.

The Township of Brock is prepared to offer the ideal candidate a competitive salary (Range \$108,661 to \$134,228) as well as a comprehensive employee benefit plan, an emphasis on innovation and professional development, and an overall positive corporate culture. Interested applicants are invited to submit a covering letter and resume addressing how the qualifications are met. The Township of Brock also offers a telecommuting work environment with part time in the office and part time at home.

We thank all applicants and advise that only those to be interviewed will be contacted.

If you are interested in joining our team, please forward your resume to the attention of Ingrid Svelnis, CAO via email hr@brock.ca specifying the position of **Director, Development Services**. Resumes will be accepted until **July 15, 2022**.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Brock will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.