



## The Township of Oro-Medonte requires a Director, Development Services

The Township of Oro-Medonte is a picturesque and progressive municipality on Lake Simcoe with a population of 21,500 and a land area of 61,000 hectares that includes a number of settlement areas that continue to grow and urbanize. Oro-Medonte provides residents and visitors alike with unparalleled year-round recreational opportunities, the riches of life in a rural setting with the convenience of being just a short drive to Barrie, Orillia and the Greater Toronto Area. As one of Ontario's premier quality of life communities, the Township is committed to its strategic goals including: Preparing for Our Future, Fostering Safe and Inclusive Community Living & Business Growth, Modernizing Township Services & Supporting our Workforce.

The Township is currently seeking an experienced municipal professional, with the knowledge, skills and abilities to ensure efficient and effective development review, long range planning and municipal law enforcement in the full time position of Director, Development Services to maintain existing development, to accommodate the needs of our growing community and the optimization of Municipal resources.

Reporting to the Chief Administrative Officer, and as a member of the Senior Management Team, the Director, Development Services shall provide direction and leadership to the overall operation and administration of the Development Services Department and implement the policies and procedures as set by Council. The Director provides direction and leadership to the overall operation and administration of the Development Services Department. Responsible for the Planning, Building, Development Engineering, Municipal Law, and Customer Service Divisions of the Department to ensure the effective and efficient management of development design and review, long range planning, Municipal Law Enforcement and working with the CBO to ensure adherence to the Ontario Building Code. Preparing and implementing the department's operating and capital budgets; preparing and/or reviewing staff reports to Council and committees and attending Council meetings; managing the environmental initiative portfolio, appearing before the Ontario Land Tribunal (OLT), and/or other tribunals as an expert witness.

The successful applicant must hold a Bachelor's degree in Geography, Urban Planning or equivalent, along with a Registered Professional Planner (RPP) designation and membership in the Canadian Institute of Planners combined with ten (10) years related experience of which seven (7) must be at the senior level in a municipal or public sector environment. In addition, candidates must demonstrate: strong management and supervisory skills working within a unionized environment, political acumen; exceptional customer service, interpersonal, public relations, project/time management, analytical, communication, presentation, record keeping, problem-solving and report-writing skills.

The ideal candidate will be a dynamic leader with a proven ability to work collaboratively with multiple stakeholders and foster an environment of empowerment, accountability, innovation and continuous improvement to align with the Township's commitment to Public Service Excellence.

This senior management position offers a salary commensurate with experience and education (2022 salary range \$127,837 to \$155,386), plus a competitive and attractive benefit package. Individuals having these qualifications are encouraged to submit a resume and letter of application by 12:00 noon, Friday, February 3<sup>rd</sup>, 2023 to:

Tamara Obee CHRL  
Director, Human Resources  
148 Line 7 South, Oro-Medonte, Ontario L0L 2E0  
Email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)

A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)

*We thank all applicants; however, only those considered for an interview will be contacted.*

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.

**Position Title:**

**DIRECTOR, DEVELOPMENT SERVICES**

**Performance Criteria And Job Description**

**Statement:**

The Director Development Services shall develop policy and provide leadership to the Development Services Department and implement the policies and procedures as set by Council. The Director shall oversee the Municipality's Building and Planning Functions, Development Engineering, Municipal Law and Customer Service assuring compliance applicable legislation and Municipal By-laws.

**Reports To:**

Chief Administrative Officer

**Person Reporting To Incumbent:**

Manager Planning Services; Chief Building Official; Manager, Development Engineering, Manager, Municipal Law, Customer Service Representative, and Development Services Assistant

**Responsibilities:**

- a) Provides leadership, direction and vision to full time non-union and unionized staff, part-time and temporary staff and contract service providers within the Development Services Department. Motivates, coaches and guides staff, ensures that appropriate development strategies, plans, and training are in place to develop a high performing workforce, ensures that mechanisms are in place to transfer knowledge of external best practices, and ensures compliance with applicable legislation; Provide advice and guidance to division managers, while allowing division managers the latitude to manage the day-to-day operations of their division independently as much as possible; In consultation with the CAO and Human Resources, take direct action to correct performance concerns with division managers, or their subordinates as required;
- b) Responsible for the overall planning, development and financial management of the Development Services portfolio. Ensure that cost effective service delivery programs are in place that meets the legislative requirements for maintenance of the assets and encourages innovation and best practices approaches to provide service value;
- c) Manage the Environmental Initiatives portfolio including review and evaluation of service delivery by the Conservation Authorities and Severn Sound Environmental Association and the processing and review of development applications by the Conservation Authorities

- d) Oversees the Corporation's Municipal Law Enforcement functions, including the Township's Sound Management Plan for Special Events, ensuring enforcement and compliance with municipal by-laws and related legislation;
- e) As a member of the Senior Management Team, acts as champion in the Township's corporate mission and values, strategic goals of leadership, development, implementation and measurement of continuous improvement initiatives (including lean/six sigma), department and corporate performance, customer service, technology and process improvements. Provides input on strategic initiatives; leads and/or participate on Corporate project teams, as assigned;
- f) Develop and recommend customer service goals and work plans consistent with corporate goals and the Township's Strategic Plan. Monitor and measure service quality and customer satisfaction by developing methods and tools for customer surveying/feedback. Working with the Customer Service Representative ensures sufficient front desk/phone coverage at all times, while working with multi-departmental schedules to accommodate vacation and sick time, in accordance with the collective agreement.
- g) Develop, review and revise departmental policies and procedures, service levels and standards/performance measures, administrative processes and mapping requirements including recommendations/implementation of best management practices, innovative digital transformation and efficiencies;
- h) Maintain the complex and challenging change efforts necessitated by the evolution of technology, customer service models, privacy requirements and legislative requirements;
- i) Reviews and recommends changes to the Chief Administrative Officer on departmental strategy such as short and long term plans, in order that department methods are compatible with and compliment the corporate goals and objectives;
- j) Prepare and/or oversee the preparation of budgets (Building, Septic, Planning, Development Engineering, Environmental Initiatives, Municipal Law, and Crossing Guards) and long-range forecasts including any potential funding sources; recommend annual operating and capital budgets; prepare and/or oversee the preparation of grant and joint funding applications for projects, partnerships, etc.; administer/monitor the approved departmental budgets and report on same; and authorize expenditures;
- k) Respond to enquiries and/or resolve complaints/concerns regarding planning matters, including providing interpretations of the Municipality's planning policies and objectives and keep Council, the Chief Administrative Officer and other Senior Management informed of matters as required;

- l) Provide expert witness testimony on behalf of the Township at Ontario Lands Tribunals, Provincial Court and/or tribunals in relation to Development Services matters, as required;
- m) Makes recommendations to Council from time to time with respect to Development Services (Building, Planning, Septic, Municipal Law and Customer Service fees, and explains the fee structure to the Public;
- n) Develop and manage the Township's Official Plan Review processes 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 and/or preparing associated reports and recommendations to Council;
- o) Formulate Terms of Reference and make recommendations on the hiring of consultants to assist with and/or undertake special projects as required; monitor their work, and administer the agreements;
- p) Oversee and ensure appropriate departmental evaluation of planning applications and land use policies including reviewing and/or preparing associated reports and recommendations; and conduct on-site field visits to determine development/land use suitability, as required;
- q) Undertakes policy related research on a variety of planning issues and prepare guidelines/reports related to these matters. This can include municipal as well as provincial Planning policy document analysis and assessment with recommendations to the Director and Council;
- r) Analyses (including site inspections), evaluates, negotiates, and mediates planning and related development issues, in preparation of reports, including recommends for Council/Development Services Committee's consideration and decision, regarding land use policy and development related matters.
- s) Oversee and manage consultants review of site plan and subdivision applications and engineering approvals associated with all development applications; Prepare and provide on-going compliance review of all subdivision and site plan agreements and certificates of substantial completion for subdivisions;
- t) Provide oversight and leadership on implementation of Source Water Protection and maintenance of Septic Maintenance Program under Clean Water Act; and the Severn Sound Sustainability Plan;
- u) Prepare agendas and reports, make recommendations/presentations and attend Committee of the Whole, Council, Public Meetings and Committee of Adjustment, and other Planning meetings. Ensure that decisions and directives from the

meetings are acted upon and that all required parties are properly notified;

- v) Member of the Emergency Management Control group with the ability to respond to after hour emergencies on a 24/7 basis as required by the Township's Emergency Plan and associated policies/procedures, significant weather conditions/events, requests from emergency services personnel requests or to assist operations on an on call basis as required;
- w) Uses a network of professional contacts to identify opportunities, gather market intelligence and seek input to problems and to analyze new and emerging technologies; keep senior management apprised of opportunities and advances in technology that could provide economic or environmental benefit to the Municipality;
- x) Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.
- y) Undertakes representative duties as the Director, Development Services with the community, Provincial and inter-municipality as required/directed; and acts as an "ambassador" for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times;
- z) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department in order that professional competence is maintained;
- aa) Other duties as may be assigned the Chief Administrative Officer.

**Communication:**

- a) Excellent oral and written communication skills in interactions with Council, staff, the public, Township consultants and other agencies, as required to effectively discharge responsibilities;
- b) Communicate when necessary to inform the Chief Administrative Officer or Council on strategic issues relating to the effective administration of the Department or Corporation in order that informed decisions may be made on the level of service that is appropriate for the municipality;
- c) Join in fostering a feeling amongst staff, of pride and loyalty to the Corporation;
- d) Develops effective communication systems to ensure staff is provided with timely, relevant and accurate information;

- e) Excellent interpersonal, public relations, communication, presentation, and report-writing skills;
- f) Instil confidence and provide recognition and encouragement to employees;
- g) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act and Municipal Policy;
- h) Liaises with the Township solicitors on various matters affecting the municipality and keeps Council informed.

**Planning Organizational Changes:**

- a) Analyze on an ongoing basis, the structure of the Development Services Department to identify strengths and weaknesses; make recommendations to the Chief Administrative Officer with respect to the establishment, implementation, and/or revision of departmental structure and roles so that the departmental structure and roles are defined, the department operates effectively and efficiently, and the organizational structure for the department can meet the short and long term goals of the municipality.

**Human Resources:**

- a) Oversees the day-to-day operations of the Development Services Department, ensures staff performance is being monitored; reviews performance appraisals of department staff in terms of work performance, development and goals and objectives, in order that staff are motivated to achieve their maximum potential, individual strengths and weaknesses are identified, development plans are jointly agreed to, and the process is fair and consistent; discipline and recommended promotion of subordinates to the Chief Administrative Officer, monitors absenteeism, sickness and overtime;
- b) Provides a visible and positive leadership example to staff to promote empowerment of employees through coaching, mentoring, two-way communications and delegation of decision making; takes necessary steps to anticipate impact of changes and to identify and remove barriers to empowerment;
- c) Ensures that division personnel are scheduled and deployed so that adequate staffing is available, operational efficiency is maintained and the process is in accordance with standard operating guidelines and human resources policies and procedures;
- d) Ensure that up-to-date job descriptions and performance criteria are in place for all employees within the division; develop succession plans for the department so that qualified personnel are prepared to assume duties and that efficiency and

effectiveness of the department is minimally affected by absences and/or retirement;

- e) Ensure that employees are knowledgeable about Health & Safety Regulations and that effective training is in place;
- f) In the day-to-day operations of the department, applies risk management processes to issues related to safety, liability exposure and loss control in a manner that ensures that the services provided by the department are consistent with the level of service authorized by Council;
- g) Foster an environment of accountability, innovation/continuous improvement and empowerment anchored by the Township's commitment to Public Service Excellence.

**Financial Resources:**

- a) Direct the formation of the Development Services Department budget and present the same to the Chief Administrative Officer and Council;
- b) Responsible for the administration of the Development Services Department budget;
- c) Investigate and recommend to the Chief Administrative Officer, potential sources of funding for capital items and/or services required by the department through federal/provincial grants, outsourcing alternatives, and leasing options in order that an appropriate level of funding is available to meet/acquire required capital items and services.
- d) .

**Knowledge:**

- a) Have a thorough knowledge and understanding of planning theory, principles and processes acquired through a University Degree in Geography, Urban Planning or equivalent and a Registered Professional Planner (RPP) designation and membership in the Canadian Institute of Planners is required;
- b) A minimum of 10 years related experience of which seven (7) must be at the senior level in a unionized municipal government or other public sector field;
- c) Ability to address diverse community needs, mitigate risk, and manage issues and competing expectations;

- d) Successful completion of “General Legal/Process for Chief Building Official” and “Building Officials and the Law” through the Ontario Building Officials Association (OBOA);
- e) Successful completion of the AMCTO Municipal Law Program (MLP);
- f) Have a thorough knowledge of Building Code, Planning Act, Municipal Act, Provincial Offences Act, LPAT processes and other provincial regulations affecting the land use planning field, development processes, and urban design concepts, and local government functions/responsibilities;
- g) Sound knowledge of all Municipal by-laws and related federal and provincial legislation and regulations as they may apply to the municipal corporation;
- h) Good working knowledge of municipal administration operations and issues; municipal by-law approvals processes; contemporary management practices and municipal government and functions in general;
- i) Shall possess strong management and supervisory skills within a unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills;
- j) Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government;
- k) Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality;
- l) Must ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills at all times;
- m) Excellent interpersonal, public relations, project time management, analytical, communication, presentation, record keeping, problem-solving and report-writing skills;
- n) Availability to attend evening and/or weekend meetings or other events as required;
- o) Must possess and maintain a valid Class G Driver’s Licence.



**Performance Standards:**

The Director, Development Services shall meet the level of satisfactory performance in each of his/her responsibilities:

**Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

**Quality of Performance**

- b) Frequency of errors, efficient use of resources, excellence of workmanship.
- c) Measured against work objectives and division performance measures.

**Attitude**

- d) Convey a positive influence towards the Development Services Department, Senior Managers, Council, Staff, the Public and outside consultants employed by the Municipality.

**Dependability**

- e) Shall assure one's own reliability, punctuality and attendance.

**Initiative**

- f) To work conscientiously, using resourcefulness, ingenuity and suggestions for improvement of the Corporation;
- g) Demonstrated commitment to public service excellence and continuous improvement.