



**Township of Champlain
Administration Department
Job Description**

JOB TITLE: Director of Planning and Economic Development

REPORTS TO: Chief Administrative Officer/Clerk-Treasurer

SUBORDINATE POSITIONS: None

POSITION SUMMARY:

Reporting to the Chief Administrative Officer/Treasurer and working closely with other Department Heads, this position is responsible for the development, recommendation and implementation of planning policies, strategies and by-laws to guide the future growth of the municipality.

This position will also work closely with the Economic Development Committee to attract and facilitate development of new industries, business and services for the purpose of expanding the economy of the community. In addition, this position will ensure Township representation at various tourism and economic development events.

RESPONSIBILITIES:

Planning Functions

1. Provides Council, the Chief Administrative Officer/Treasurer and Township staff with advice and recommendations on all matters related to the functions and activities of the Township's planning including:
 - ◆ The development and administration of the Township's official plan review process including formulation of long-range planning objectives and strategies, secondary plans, growth management strategies, facilitating and ensuring public consultation/participation on same.
 - ◆ The development and administration of the Township's zoning by-law review process to ensure it conforms to the official plan and meets the current standards and regulations.
 - ◆ Reviews and processes development applications such as official plan amendments, zoning by-law amendments, plans of subdivision, site plans and their related agreements.
 - Prepares site plan control agreements and coordinates the review of site plans with internal departments and outside agencies.

- Administers all subdivision agreements which involves:
 - guiding through pre-consultation process at municipal level;
 - coordinating responses from Township staff and consultants and forwarding a recommendation to Council outlining probable conditions of approval;
 - coordinating public meetings as required under the Planning Act;
 - prepares Notice of Public Meeting;
 - forwarding municipal response and all necessary documentation to the County;
 - When draft conditions are received:
 - prepares draft subdivision agreement incorporating the requirements of the draft condition
 - revises the draft agreement as required to reflect issues as agreed by the developer and the Council
 - when all conditions of draft approval have been met, all agencies have responded indicating agreement is in order, and Council has approved the final subdivision agreement, forwards a letter to the County outlining how all of the conditions are met
 - forwards the subdivision agreement to the Municipality's solicitor for registration immediately after the Plan of Subdivision is registered
2. Completes site inspections, when necessary, of any property that is the subject of planning applications.
 3. Responsible with the Chief Building Official, for completion of Compliance reports for zoning and building matters.
 4. Key staff resource to the Committee of Adjustment on planning matters.
 5. Administers and enforces the Municipality's Official Plan, Zoning By-law, site plan control and subdivision agreements, including the processing of complaints, violations, court appearances and monitoring of same.
 6. Responsible for leading the development review of the new Official Plan and Zoning By- law for the municipality.
 7. Prepares reports and recommendations to Council and the Chief Administrative Officer/Treasurer regarding the activities, programs and projects attached to the planning function. Attends and provides information for meetings of Council, the Committee of Adjustment, the County, the Ontario Municipal Board and for public meetings.
 8. Maintains effective and co-operative liaison with the general public, senior representatives of other municipalities, agencies and employers, other levels of government, consultants, developers, contractors, community groups, etc., obtains and provides relevant information, and promotes a high standard of public relations.

9. Meets regularly with the public, developers, contractors, etc. to discuss, receive and/or review different planning applications.
10. Assists in the preparation of the estimates for the planning functions and on the follow up administration of the revenues and expenses.
11. Keeps informed on physical, social and economic conditions, developments and trends and on pertinent legislation, by-laws, regulations, literature, etc.

Economic Development Functions

12. Works co-operatively with the Economic Development Committee and the Chief Administrative Officer/Treasurer in special economic activities organized by the Township or by various non-profit organizations within the community;
13. Acts as staff support for the Economic Development Committee and prepare and distribute agendas, minutes and resource material for members prior to each Committee meeting;
14. Undertake any activity required to complete the functions of the Economic Development Committee;
15. Explore all possible areas of funding to ensure that the maximum amount of grants and subsidies is obtained to maximize services rendered and minimize costs and verify amounts received from funding sources;
16. Establish an effective evaluation process to determine the extent to which programs, initiatives and new investments have been valid and cost-effective;
17. In close collaboration with the Director of Recreation and Parks, organizes and assists in various tourism and event activities;
18. Coordinates the production of various materials for the purpose of promoting economic development and tourism activities.
19. Creates and maintains a database of tourism related and business contacts including a land inventory of vacant commercial and industrial lands in the Township in order to ensure that the necessary and up-to-date information is available to potential investors;
20. Determine the economic development needs of the region in consultation with other members of the community and develop realistic plans of action that will meet the region's requirements;
21. Coordinates activities with other various provincial and/or municipal government organizations as they may relate to the promotion of tourism and economic development;

22. Develops relationships with businesses, industry associations, and other stakeholders in assigned targeted industries and geographical areas.
23. Builds and maintains community relationships by representing the Township at various events.
24. During an emergency, declared or otherwise, staffing requirements can be critical. The employee will be available to work irregular hours performing normal tasks or others, as assigned.

General Functions

25. Responds to questionnaires, surveys and other requests for information related to planning and/or economic development matters.
26. Attends all meeting with Department Heads.
27. Attends all meetings of Council.
28. Ensures confidentiality of all documents related to Council.
29. Ensures the safe operation, maintenance and management of all office data processing, duplicating, computer and telephone equipment, and drafting equipment.
30. Ensures the formulation of an annual operating and capital budget for the department.
31. Purchases all supplies and equipment needed for the efficient operation of the department, deals with sales representatives and suppliers' technical staff.
32. Ensures that all revenues of the department are collected and that all grants and subsidy payments are applied for on time and in appropriate form.
33. Proven ability to produce above average results with a minimum level of supervision.
34. Performs such other duties as assigned.

REQUIRED SKILLS:

1. University degree in planning or an equivalent combination of education and experience will be accepted.
2. Sound municipal experience with a minimum of five (5) years experience in planning with an eagerness to continue to develop professionally.

3. A member in good standing or eligible to become a member of the Canadian Institute of Planning and/ or of the Ontario Professional Planners Institute.
4. Thorough knowledge and understanding of the *Planning Act* and other related legislation (e.g. *Municipal Act*, etc.) and regulations as they apply to the Planning Department.
5. Strong organizational and interpersonal skills are required to interact with management, staff, committee members, Council, Senior government officials and the general public
6. Excellent oral and written communication skills, including report writing and presentation skills in both official language.
7. Ability to interpret maps, aerial photographs, legal documents, plans of subdivision, etc.
8. Ability with collection and analysis of economic and other data to support informed decisions on business development issues, and to ensure a clear understanding of the local economic landscape.
9. Good analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures relevant to same.
10. Must be fluently bilingual (French & English).
11. Some budgeting knowledge would be an asset.
12. A sound working knowledge of word processing, spreadsheet and presentation programs.
13. Valid Driver's License

WORKING CONDITIONS:

- 1) Meets with public, sometimes in adverse conditions to rectify concerns.
- 2) Attends Council meetings, and committee meetings as required.
- 3) May be required to work beyond normal working hours (this includes attendance at evening meetings and additional hours to achieve the delivery of satisfactory planning services to the Township).
- 4) Work is subject to deadlines that are imposed by legislation or Council policy.
- 5) Frequent mental concentration periods.
- 6) Some travel, usually within the township to inspect properties.
- 7) General office working conditions.