

Director, Development Services (Job # 2021-033-E)

Department:	Development Services
Status:	Permanent, Full Time
Date Posted:	May 10, 2021
Date Closing:	June 18, 2021 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week
Salary:	\$141,143 - \$171,737 per year

Position Purpose:

The Town of Whitchurch-Stouffville is part of York Region, one of Canada's highest population-growth areas, and is situated northeast of Toronto. Highway 404 forms the town's western boundary and connects to the province's 400-series highways, providing easy access to business transportation routes including Lester B. Pearson Airport. While the current population is approximately 49,000 residents, the town's population is expected to reach 60,000 by 2031.

Whitchurch-Stouffville is a lively, fast-growing town, with traditional rural and communal roots that provides perspective in transforming to a knowledge-based economy. The town has four main settlement areas: The Community of Stouffville, Ballantrae-Musselman's Lake, Vandorf-Preston Lake and Gormley. There are also a number of neighborhood communities within Whitchurch-Stouffville including: Bethesda, Bloomington, Cedar Valley, Lemonville, Lincolnville, Pine Orchard, Pleasantville, Ringwood, Vivian and Wesley Corners.

The Role

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 Policy Planning, Development Planning, Building and Development Engineering 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), administration of the Ontario Building Code and the administration of subdivision agreements.

Key responsibilities include: initiating and coordinating the development and recommendation of planning policies and strategies; coordinating the processing of Planning Act applications/amendments such as Official Plan Amendments, Zoning Amendments, and plans of subdivisions/condominiums; negotiating development agreements; consulting with the Public Works Department concerning Town engineering standards for the public realm; providing direction and advice on planning, development, engineering and building matters; administration of the Site Alteration By-law; 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 Municipal Board (OMB) / Local Planning Appeal Tribunal (LPAT), and/or other tribunals as an expert witness; and contributing to the senior management team.

Duties and Responsibilities

- Directs the Development Planning Division within the Development Services Department including development review, long range planning, urban design and G.I.S.
- Directs the Policy Planning within the Development Services Department including the Official Plan and Zoning Bylaw.
- Directs the Building Services Division within the Development Services Department in administration of the Ontario Building Code Act and its regulations.
- Directs the Engineering Services Division within the Development Services Department in administration of subdivision agreements; developing Town engineering standards; and administration of the Town's Site Alteration By-law.
- Provides strategic leadership and direction to Department staff to meet the Town's long-range planning objectives and growth management strategies, Official Plan updates; secondary plans and special study areas; identifies urban design needs, parks and open space requirements; heritage preservation and archaeological assessments; and ensures public consultation/ participation is consistent with residents and Council expectations.
- Provides strategic direction and advice as required on the development and administration of the Town's General Zoning by-law and amendments thereto.
- Provides advice and guidance to the Manager of Planning Services to ensure effective review function including site plans, draft plans of subdivision and condominium, redevelopment proposals including reviewing reports from staff, internal departments, commenting agencies and resolving outstanding issues with developers; approves recommendations for conditions of development.
- Ensures innovative, high quality urban design standards are developed and implemented to achieve the Town's strategic vision as it relates to maintaining and enhancing the Town'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, identifies, monitors and actively develops long range/area-wide infrastructure planning initiatives and strategies for major road networks and transportation systems, sanitary sewer and water main trunk systems, and storm water management facilities within sub-watershed areas. Participates in Town sponsored Environmental Assessment studies; reviews and submits reports to Council on Environmental Assessment studies done by the Region or Province on projects affecting the Town.
- In consultation with the Director of Leisure & Community Services, 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 Town's responsibilities under the Building Code Act.
- Recommends annual operating and 10-year capital budgets; recommends departmental fee structure and recoverable costs; and establishes and implements financial management systems, monitors and authorizes expenditures, participates in review/update of development charges and user fee by-laws.
- Provides input on corporate planning and strategic initiatives; leads project teams, contributes to senior management team meetings.
- Liaises with and represents the Town in dealings/meetings with York Region, the Province, Federal agencies, community and inter-municipal groups. Provides expert witness and other testimony as Director of Planning and Development Services and may be required for Town participation in O.M.B., E.A., 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 Planning and 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 each of the Department's Managers.
- Prepares reports/makes recommendations and attends Council, Council in Committee, Senior Management, Committee of Adjustment, Community, Public and other meetings.
- 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.

- May serve as a member or alternate member of the Town's Emergency Community Control/Support Group in the event of an emergency. Such requirements are at the discretion of the CAO and may have unique requirements depending on the situation (for example, extended hours of work).

Candidate Profile

- Degree in Planning, Architecture or Engineering.
- Full member of the Ontario Professional Planners Institute (OPPI) and/or Canadian Institute of Planners (CIP), and/or Ontario Architects Association (OAA), and/or Professional Engineers of Ontario.
- Significantly demonstrated management experience in development engineering and planning, in a municipal environment working with developers, elected officials, and general members of the public, and experience in leading/coordinating consultants.
- Demonstrated ability to lead and motivate staff and create a highly engaged workforce.
- Extensive working knowledge of applicable legislation, practices and principles of municipal development. Minimum 10 years related experience, with seven years (minimum) in a supervisory position.
- Advanced analytical, reasoning and report writing, public relations, communication, presentation, organizational, leadership and customer service skills with the ability to align the Development Services Department with corporate strategic goals and objectives.
- Computer literacy in Microsoft Office.
- Class G driver's license in good standing and a reliable vehicle to use on corporate business.
- Ability to meet demands of a public service environment and able to attend evening/weekend meetings as required.

Candidates will have strong business acumen, excellent communication and interpersonal skills, a passion for public service and will be politically knowledgeable with a proven ability to navigate political and emotionally sensitive situations. In addition, candidates will have a values-based leadership approach that is inclusive, positive, transparent, and reflects the high level of integrity, trustworthiness and ethical conduct required for success in the role.

Positions Supervised Directly:

Manager, Planning Policy
Manager, Development Planning
Manager, Building Services/Chief Building Official
Manager, Engineering Services
Administrative Assistant

Positions Supervised Indirectly: 19 Full-Time Staff

The Town of Whitchurch-Stouffville is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise WMC of accommodations needed to ensure you have access to a fair and equitable process. The Town of Whitchurch-Stouffville offers competitive compensation along with a benefits plan, pension plan and professional development.

How to Apply:

If you are interested in this opportunity, please contact Western Management Consultants (WMC) directly. Any communication and information received will be treated confidentially. Please call us or send your resume to David Howes at WMC by email: davidh@wmc.on.ca