



## POSITION DESCRIPTION

### Director of Planning and Development Services

<b>Department</b>	Planning and Development Services
<b>Classification</b>	Non-Union
<b>Reports to (Direct)</b>	Chief Administration Officer
<b>Positions Supervised Directly</b>	N/A
<b>Position(s) Supervised Indirectly</b>	N/A
<b>Hours per Week</b>	35
<b>Effective Date</b>	February 2026

#### POSITION SUMMARY

The Director of Planning and Development Services provides strategic leadership, professional expertise, and administrative oversight for the municipality's Planning and Development Services Department. Reporting directly to the Chief Administrative Officer (CAO) and serving as a key member of the Senior Management Team, the Director is responsible for leading the development and implementation of technical and administrative policies related to community development, land use planning, and development services.

The Director oversees a multidisciplinary department that includes planning, development review, and building services, and ensures that growth and development within the municipality are managed in a manner that is sustainable, legislatively compliant, fiscally responsible, and aligned with Council's strategic priorities and the needs of the community.

#### RESPONSIBILITIES

##### Strategic Leadership and Management

- Provide leadership, direction, and oversight to the Planning and Development Services Department, fostering a culture of professionalism, collaboration, innovation, and continuous improvement.
- Participate as a member of the Senior Management Team in corporate planning, policy development, organizational decision-making, and strategic initiatives.
- Develop departmental goals, objectives, policies, and procedures consistent with Council priorities, the municipal Strategic Plan, and applicable legislation.
- Prepare and manage departmental operating and capital budgets; monitor expenditures and ensure effective use of resources.

## **Planning and Community Development**

- Direct and oversee all land use planning functions, including official plan policies, secondary plans, zoning by-laws, site plan control, and related policy initiatives.
- Coordinate the work of the department to provide advice to Council, Committees of Council, the Committee of Adjustment, and senior staff on planning matters.
- Lead long-range planning and growth management initiatives to support orderly, sustainable, and complete community development.
- Ensure municipal planning policies align with legislation and policy frameworks, including the Planning Act and Provincial Planning Statement.

## **Development Services**

- Oversee the coordinated review, processing, and approval of development applications—including subdivisions, site plans, consents, and zoning amendments—ensuring timely, consistent, and transparent support for both local and upper-tier approval processes.
- Coordinate development review across departments and external agencies to ensure timely, consistent, and transparent decision-making.
- Work collaboratively with development proponents on projects to ensure efficient file management to meet the needs of the community and the broader public interest.
- Actively supports and collaborates with development proponents to facilitate timely and well-managed projects, helping navigate processes and eliminating avoidable barriers while ensuring community and public-interest goals are met.
- Support economic development and investment by facilitating development that meets municipal standards and community objectives.

## **Building Services**

- Provide overall leadership and administrative oversight for Building Services, including building permit review, inspections, and enforcement.
- Ensure the municipality fulfills its responsibilities under the *Building Code Act* and Ontario Building Code.
- Support consistent, efficient, and customer-focused building permit and inspection services while maintaining public safety and regulatory compliance.

## **Policy, Governance, and Council Relations**

- Prepare and present reports, recommendations, and technical information to Council and Committees of Council.
- Advise the CAO and Council on planning, development, and building-related risks, opportunities, and legislative changes.
- Represent the municipality at Ontario Land Tribunal hearings, inter-municipal meetings, public consultations, and stakeholder forums, as required.

### **People Leadership**

- Lead, mentor, and support departmental managers and staff, including performance management, professional development, and succession planning.
- Promote effective internal communication and collaboration across municipal departments.

### **Other Related Responsibilities**

- Assist in preparing and reviewing proposed annual operating and capital budgets as they relate to all aspects of the Planning and Development Services Department.
- Ensure that assigned areas of responsibility are performed within budget and monitor revenues and expenditures to ensure sound financial control.
- Ensure effective and efficient use of budgeted funds with respect to personnel, materials, facilities, and time.
- Negotiate, coordinate and manage professional services and contracts.
- Review and develop work procedures and policies, schedules, and staffing levels to deliver services as established by Council.
- Attend professional development opportunities to understand trends and changes in the fields of land use planning, building administration, and development.

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## **MINIMUM QUALIFICATIONS**

### **Education (degree/diploma/certifications)**

- University degree or diploma in Planning, Urban Design, Engineering, Architecture, or a related discipline, such as professional designation as a Certified Technician.
- Full membership, or eligibility for membership, in a planning or development related professional association such as Ontario Professional Planners Institute (RPP), Professional Engineers Ontario (P. Eng) or Chief Building Official (CBO) is an asset.

### **Experience**

- A minimum of 8–10 years of progressively responsible experience in municipal planning and development, including senior leadership or management experience.
- Demonstrated knowledge of Ontario planning and building legislation, including the Planning Act, Building Code Act, Provincial Policy Statement, and related regulations.
- Experience overseeing building services functions is considered a strong asset.

### **Knowledge/Skill/Ability**

- Strong leadership, strategic thinking, and people-management skills.
- Excellent written and verbal communication skills, including the ability to present complex technical information clearly to Council and the public.
- Proven ability to manage competing priorities, complex development issues, and sensitive political environments.
- Sound judgment, professionalism, and a collaborative approach to problem-solving.
- Superior organizational skills to meet time-sensitive deadlines.
- Knowledge of municipal government framework and processes.
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion.
- Valid G Driver's License.

## WORK SETTING

### Contacts

The Director of Planning and Development Services works closely with the Chief Administrative Officer, Council, members of the Senior Management Team, municipal staff, development industry representatives, government agencies, and the public.

CONTACT	FREQUENCY	NATURE OF INTERACTION
CAO	Frequent (daily)	Reports directly to CAO, provides updates on projects/work plan and to assist when required
Senior Management Team	Frequent (daily)	This role is a member of the Senior Management Team and supports other leader, as well as helping to coordinate departmental input into community development
Planning and Development Services Department Staff	Frequent (daily)	To provide direction to team
Middlesex County Planning Staff	Regular (weekly)	Inquiries
Council	Regularly (bi-weekly meetings and inquiries)	Council Meetings and Inquiries
Developers and External Agencies	Regular (weekly)	Meetings and Inquiries
Public	Regular (weekly)	Inquiries
All departments/employees	Regular (weekly)	Inquiries

### Work Conditions

Working within an office environment, with off-site meetings on an as needed basis.

Attend after hours Council meetings as need be.

Normal hours of work are 35 hours per week, Monday to Friday.

Interactions are generally courteous and collaborative; required to ensure full understanding of information or decisions; resolves conflict and obtains willing action or consent.

\*Job description is subject to change without notice\*

*Together we grow.*