



Director of Planning and Development Services
Full Time Permanent Position
Job Posting: 2026-001-CAO

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario.

Job Description:

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 safely, 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.

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.

What Thames Centre has to offer:

- A competitive salary ranging between \$143,151.74 to \$161,118.59 for 2026 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.

- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 2:00 p.m. on **Friday, March 13, 2026** to:

Jillene Bellchamber-Glazier, CAO
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: jbellechamber-glazier@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Act, 2001, and subject to the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.