



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

Chief Planning Official

The Township of Uxbridge is seeking an experienced Professional Planner to fill the position of Chief Planning Official (CPO). Reporting to the Director, Development Services, the CPO provides direction and leadership to the overall operation and administration of the Planning Division of the Development Services Department. The CPO ensures the effective and efficient management of development review, long range planning including infrastructure and transportation systems, urban design, Geographic Information Systems (GIS), and development agreements while ensuring adherence to legislative and regulatory requirements.

Duties and Responsibilities

- Directs the Planning Division including development review, long range planning, urban design and GIS, as well as the provision of advice to Council, the Committee of Adjustment, and other committees such as Economic Development, Downtown Revitalization, , and Heritage (with support of our outsourced Planner), as required.
- Works with the Building Services Division within the Development Services Department in administration of regulations, including the Township Zoning By-law, and subdivision and other development agreements; developing Township engineering standards (with support of our outsourced Engineers); and administration of the Township's Site Alteration By-law.
- Provides strategic leadership and direction to Department staff to meet the Township's long-range planning objectives and growth management strategies, including with respect to the Official Plan downtown revitalization program, special studies; urban design, parks and open space requirements; heritage preservation and archaeological assessment.
- Ensures public consultation/ participation with respect to development applications and planning studies is consistent with residents and Council expectations and legislative requirements.
- Provides strategic direction and advice as required on the development and administration of the Township's Official Plan and Zoning by-law and amendments thereto.
- Provides advice and guidance to ensure an effective Township review function including draft plans of subdivision and condominium, redevelopment proposals and site plans including reviewing reports from staff, internal departments, commenting agencies and resolving outstanding issues with landowners; and developing recommendations for conditions of development
- Ensures innovative, high quality urban design standards are developed and implemented to achieve the Township's strategic vision as it relates to maintaining and enhancing the Township's urban/rural character, including downtown revitalization.
- 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, actively reviews and contributes to long range/area-wide infrastructure planning initiatives and strategies for major road networks and transportation systems, septic systems, sanitary sewer and water main trunk systems, and storm water management facilities within sub-watershed areas.



- Participates in climate change planning and initiatives, and Township sponsored Environmental Assessment studies; reviews and submits reports to Council on Environmental Assessment studies done by the Region or Province on projects affecting the Township.
- In consultation with the Director of Community Services, participates in the design of public spaces and community gathering destinations.
- Recommends annual operating and 10-year capital budgets; recommends divisional fee structure and recoverable costs; authorizes expenditures; participates in review/update/calculation of development charges, cash in-lieu of parkland, and applicable user fees.
- Liaises with and represents the Township in dealings/meetings with Durham Region, the Province, Federal agencies, community and inter-municipal groups.
- Provides expert witness and other testimony as Chief Planning Official and which may be required for Township participation in the Ontario Land Tribunal, Environmental Assessments, court, and on other judicial proceedings.
- Assesses divisional 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, economic development and downtown revitalization including staff & staff development, performance management, coaching/mentoring, health and safety, discipline and termination recommendations.
- Prepares reports/makes recommendations and attends Council, Committees of Council, Senior Management, Committee of Adjustment, Community, Public and other meetings.
- Provides support and research assistance to 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 Township's Emergency Control 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).
- **Qualifications include** a university or college degree in planning or closely related field; membership in the Ontario Professional Planners Institute (OPPI), 7 to 10 years progressively responsible experience in planning with a focus on development control; an understanding of rural and small urban planning issues, as well as the Oak Ridges Moraine Conservation, Greenbelt Plans and Lake Simcoe Region Conservation Authority Regulations and Lake Simcoe Protection Act; strong, demonstrated organization, management, problem solving and dispute resolution skills; excellent communication skills, particularly with the public; computer literacy; valid Driver's license (Class G) and vehicle;. AMCTO and/or public administration courses would be considered an asset.

The Township of Uxbridge is prepared to offer the ideal candidate a competitive salary (\$57.97 - \$67.81 per hour, 35 hours/week) as well as a comprehensive employee benefit plan, an emphasis on innovation and professional development, and an overall positive corporate culture. Interested applicants are invited to submit a covering letter and resume addressing how the qualifications are met.

We thank all applicants and advise that only those to be interviewed will be contacted.

If you are interested in joining our team, please forward your resume to Hilary Williams via email to hwilliams@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until Friday, **September 6th, 2024 at 5:00pm.**



This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.