



## **Manager, Development Approvals**

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As a key member of the Planning and Development Services Department, you will be responsible to provide leadership, support and direction to the development approvals division.

You will have a strong working knowledge of planning legislation and regulations and extensive experience in development planning and complex development applications. You are a strategic thinker, negotiator, excellent listener and able to understand different points of view. You have the ability to work independently, combined with well-developed organization and time management skills.

You will have a University Degree in Planning or related field and are a Registered Professional Planner in good standing with the Ontario Planning Institute; You will have a minimum of five to seven years of progressively responsible planning experience with direct related experience in the development approval process; Ideally, you will have previous management experience and experience providing evidence at the Local Planning Appeal Tribunal. Compensation includes an annual salary of \$112,072 - \$134,487 and comprehensive health and wellness benefits.

The deadline for receiving application is 12:00 Noon on Tuesday, January 25, 2022. To apply for this position please [click here](#)

***Fort Erie...a Town proud of its past, excited about today and building for tomorrow***

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* as amended to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Please note that the Town of Fort Erie requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the Town of Fort Erie.

# Manager, Development Approvals

Management & Supervisory Exempt – LEVEL 10

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| Department                        | Reports To                                  |
|-----------------------------------|---|
| Planning and Development Services | Director, Planning and Development Services |

## POSITION OBJECTIVE

To lead and manage development approvals division pursuant to provincial legislation/regulation/guidelines, Town and Regional Official Plans and other relevant policies/procedures to ensure orderly growth and foster an excellent quality of life.

## DUTIES AND RESPONSIBILITIES

1. Identify, assess, initiate and drive development/land use opportunities in consultation with internal and external stakeholder; assume direct responsibility for complex/special developments.
2. Manage/direct/coordinate the timely processing/completion of development approvals applications through other professional/technical/clerical staff and by liaising with other departments, external approving agencies and other stakeholders.
3. Provide leadership, support and direction to the development approvals team (development planning, development engineering and Committee of Adjustment); ensure efficient/effective organization of work; evaluate staff; prepare/administer section budget; participate in the selection of planning staff.
4. Act as senior departmental resource on planning matters; interpret/decide planning matters; develop solutions and new policies/procedures; negotiate/resolve disputes; provide technical advice/comment to council, public, external agencies, stakeholders and other staff.
5. Oversee research; prepare and/or review a wide range of reports and correspondence on planning matters; ensure accuracy and completeness.
6. Represent Town at meetings/hearings/court proceedings to provide planning expertise/evidence; represent the Town on special purpose bodies.
7. Administer/enforce/review/recommend amendments to the Zoning By-law, including inquiries and zoning verification; develop new zoning standards where required; provide input to Official Plan review and Neighbourhood Plans.
8. Review development fees annually to promote user-pay philosophy.
9. Share Acting Director responsibilities with the Manager, Community Planning in Director's absence to ensure coordination/completion of projects.

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## Management & Supervisory Exempt – LEVEL 10

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### EDUCATION AND EXPERIENCE

- University degree in Planning or related discipline
- Registered Professional Planner accredited in Ontario
- Member in good standing of Canadian Institute of Planners
- Five (5) to seven (7) years of progressively responsible planning experience
- Previous management experience an asset.

### KNOWLEDGE

- Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws
- Applied, technical knowledge of development application process
- Applied, technical knowledge of computer hardware/software, including office software and GIS
- Technical knowledge of leadership/supervisory principles/practices
- Technical knowledge of tribunal/court rules of procedure
- Technical knowledge of project management
- Knowledge of local government
- Knowledge of routine office procedures, practices and equipment
- Knowledge of customer service

### SKILLS AND ABILITY

- Resourceful in applying knowledge and learned techniques
- Exercise specialized judgment/decision-making
- Interpret/apply policies, by-laws, professional standards
- Analysis/problem-solving
- Negotiation skills
- Strong capacity for long-term visioning and strategic thinking
- Competent research techniques, including statistical analysis
- Effective communication
- Efficiently operate computers and typical office equipment
- Commitment to continuous learning
- Ability to work with a number of projects simultaneously

### SUPERVISION

Assigns/monitors/checks work of unit; regularly provides functional advice; works closely with the Infrastructure Services Department.

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Management & Supervisory Exempt – LEVEL 10

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## WORK DEMANDS

- Exercises independence within broad policies and general direction
- Occasional work with confidential development information
- Frequent contact with general public, other departments and government agencies including complex negotiations, sometimes in confrontational situations
- Considerable mental attention and concentration
- Some work/meetings beyond traditional work day
- Typical office environment; occasional site inspections
- May handle payments/securities
- Errors in judgment or interpretation could cause serious significant losses to organization

## POSITION HISTORY

In January 2005, the position of Manager of Development Approvals was updated to reflect the department's name change resulting from restructuring in accordance with By-law No. 200-04. It was refreshed in June 2010 in advance of a competition. It was revised and re-rated in December 2010.

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Chief Administrative Officer

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Date