



## **MANAGER OF PLANNING**

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “*Where Ontario Began*”, and is rich in heritage, tradition and culture with an abundance of historical sites, great events and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centers such as Cornwall, Ottawa, and Brockville.

Under the direction of the Director of Transportation and Planning Services, the Manager of Planning is responsible for overseeing the day-to-day operations and staff of the Planning/GIS division of the Transportation and Planning Services Department, including reviewing and approving development applications, County Official Plan matters, research, and special projects.

### **Main duties include but are not limited to:**

- Ensures compliance of the Planning/GIS division of the Transportation and Planning Services Department with the statutory and regulatory requirements of the Planning Act and other relevant legislation.
- In consultation with the Director of Transportation and Planning Services, identify, research, and prioritize planning related projects/matters, including things such as updates/amendments to the County Official Plan, development proposals, etc. Develop and implement planning-related policies, etc.
- Provide professional analysis, prepare and present planning reports and opinions for County Council and others.
- Acts as the designated County approval authority for draft/final plans of subdivision and condominiums, consents, part-lot control by-laws. Oversees Planning/GIS division staff during the processing of plans of subdivision, consent applications, and amendments to the County Official Plan.
- Liaise as required with County and local municipal staff, other government agencies, conservation and other local authorities in the context of performing the duties of the position.
- Work closely with local SDG municipalities as required on planning related matters. This includes participating in the County/local Planners group.
- Appear before the Local Planning Appeal Tribunal as required.
- Provides oversight to and functions as the primary liaison for the management and operation of County Forests.
- In conjunction with the Director of Transportation and Planning Services, assist with the preparation of annual operating budget of the Planning/GIS division.

**Qualifications:** An undergraduate degree in planning or related field. Membership in the Ontario Professional Planners Institute (OPPI) or other Provincial Affiliate of the Canadian Institute of Planners (CIP) is desirable. A minimum of 1 to 2 years of professional experience, preferably in a municipal setting. Thorough knowledge of the *Ontario Planning Act* and the Provincial Policy Statement (PPS) is required. Excellent supervisory, interpersonal, communication and analytical skills are key elements for success in this position. Working knowledge of GIS software considered an asset. A vehicle and valid driver’s license is a requirement for this position.

**SALARY RANGE:** \$77,159 to \$88,182 plus full benefit package and pension

Candidates who meet the above requirements for this position, are invited to obtain an application package from the website at [www.sdgcounties.ca](http://www.sdgcounties.ca). This package contains a job description with further instructions on how to apply. Please note, **we do not accept resumes**. Applications complete with a cover letter must be received by email no later than 12:00 noon on Friday, January 25<sup>th</sup>, 2019 at [jobs@sdgcounties.ca](mailto:jobs@sdgcounties.ca).

United Counties of Stormont, Dundas and Glengarry  
Attention: Human Resources, Suite 207, 26 Pitt Street, Cornwall, Ontario. K6J 3P2  
Telephone: (613) 932-1515 Fax: (613) 936-2913

*We thank all applicants for their interest, however, only those being selected for an interview will be contacted. We will accommodate the needs of qualified applicants under the Human Rights Code during the hiring process.*

Distributed on January 3, 2019 by:

