



JOB DESCRIPTION

POSITION TITLE: MANAGER OF DEVELOPMENT SERVICES

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER (CAO)

CATEGORY: PERMANENT FULL-TIME (40 hours per week)

WAGE: \$48.36/hr - \$53.73/hr (Under Review)

UPDATED: June 2025

POSITION SUMMARY:

The Manager of Development Services plays a pivotal role in providing comprehensive administration and management for the Development Services Department at the Township of Stone Mills, reporting directly to the Chief Administrative Officer (CAO). This position involves regular interaction with the public, consultants, and fellow managers on matters related to corporate and development services and provides well-considered recommendations to Council in the best interest of the Corporation of the Township of Stone Mills.

As a key leader within the Township, the Manager of Development Services is responsible for managing departmental staff and overseeing all activities related to development services. This includes the development and implementation of land use planning and various delegated authorities provided by Council. The position ensures the effective operation of the Committee of Adjustment, adhering to the provisions of the Planning Act and in addition, ensures that appropriate policies and procedures are in accordance with the Building Code Act.

Overall, this role is fundamental in fostering sustainable development and regulatory compliance, contributing to the strategic goals of the Township while promoting transparency, efficiency, and public engagement in all developmental and administrative processes.

MINIMUM QUALIFICATIONS:

- Post-Secondary degree in Urban / Regional Planning, Law degree (LL.B) or Juris Doctor (J.D.) and/or Public Administration related program
- Experience providing evidence before the Ontario Land Tribunal (OLT)
- Excellent public relations, written and communication skills
- Full membership in either the Ontario Professional Planners Institute, the Canadian Institute of Planners, Professional Engineers Ontario, or Law Society of Ontario or a professional designation applicable to the position
- Good working knowledge of applicable Provincial Legislation, Municipal and Planning Acts and regulation pertaining to local government and land-use planning
- AMCTO designation is considered an asset
- Experience in a Municipal supervisory position
- Working knowledge of Microsoft Office applications, database management
- Experience in Ontario Building Code matters is considered beneficial
- Valid G class driver's license in good standing.

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Demonstrated leadership and understanding of municipal operations and legislation
- Knowledge and understanding of financial, accounting, asset management, long range planning and procurement principles
- Dynamic, collaborative and visionary leadership, with strong strategic planning and long-term thinking skills
- Focus on building a high performing team, employee engagement and development
- Passion for public service with a commitment to identify, understand and deliver service to meet/exceed the needs of customers
- Excellent problem solving of complex issues and critical thinking
- Strong interpersonal skills, with the demonstrated ability to develop and foster positive and productive working relationships between governing bodies and administration, understands and manages pressures and expectations on both sides
- Ability to handle confidential and sensitive information with a high degree of judgement and discretion
- Excellent oral and written communication skills with experience in public and media relations
- Strong project and change management skills

KEY RESPONSIBILITIES AND DUTIES:

Development Services

- Oversees the Township Official Plan, its scheduled amendments, and the Comprehensive Zoning By-law

- Manages all Planning Act applications, including those for Official Plan & Zoning By-law Amendments, Plans of Subdivision & Condominium, Consent, Minor Variance, Part Lot Control, and Site Plan Control
- Coordinates the application review process, ensuring all proposals are considered by the Committee of Adjustment, and/or Council, in compliance with the Planning Act
- Administers public notice procedures for Planning Act applications, including Zoning By-law and Official Plan amendments, collaborating with the Township planning consultant as needed
- Handles sensitive, controversial, and complex planning and development issues, mediates solutions with developers, property owners, public stakeholders, and planning professionals
- Provides expert planning advice to the Council, applicants, and residents, following the Planning Act, the Provincial Policy Statement, and local Official Plans and Zoning By-laws
- Represents the Township in land-use planning matters at board hearings, legal disclosures, and other proceedings, in consultation with the Township Solicitor
- Oversees the Township of Stone Mills Committee of Adjustment
- Liaising with the County of Lennox and Addington, consultants, partner agencies
- Authors and manages contractual obligations related to development agreements, community vibrancy agreements, and other formal documents
- Manages permit issuance and coordinates pre-consultation meetings to facilitate application processes and to ensure compliance with all relevant laws
- Administers economic development programs and conducts negotiations for real estate transactions to support these programs
- Provides management support to the Township's Civic Addressing program.
- Performs other duties as assigned by the Chief Administrative Officer (CAO)

Departmental Management

- Supports the Corporate Management Team in special project applications and criteria interpretation, including environmental and asset management initiatives
- Develops and implements strategic department planning for both short and long-term goals
- Responsible for the development, delivery, and management of departmental policies, programs, and services
- Oversees the Development Services Department's budget, forecasting funds for staffing, equipment, materials, supplies, and monitoring/approving expenditures
- Administers and manages the Geographic Information Systems (GIS) in coordination with the County of Lennox and Addington, Township consultants, and Emergency Service agencies
- Provides managerial oversight to the Building Department, Arena/Parks, and Recreation Services, enhancing interdepartmental cooperation and efficiency (Under review)
- Oversees the formal selection and engagement of external consultants, negotiating and preparing contracts related to development services
- Performs other duties as assigned by the Chief Administrative Officer (CAO)

Note: *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

WORKING RELATIONSHIPS:

Internal

Direct Reports

- Building Department CBO

Indirect Reports

- Recreation Staff
- Building Department Staff

External

Taxpayers/ratepayers, vendors, auditors, community groups, provincial ministries, Conservation Authorities, other municipalities, and agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply
- Will be required to attend meetings outside of regular office hours
- May be seated for long periods (3-4 hours)
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours
- The use of a personal vehicle may be required to attend off-site meetings/events

HOURS OF WORK:

- Normal hours of work are Monday to Friday (40 hours/week)
- It is a requirement of the incumbent in this position to attend meetings of Council outside of regular business hours
- Additional hours may also be required for Committee meetings, Township business, Community events, Conferences on weekends and/or evenings

BENEFITS:

- Extended Health & Dental Benefits
- OMERS Pension
- Employee Assistance Program

Interested candidates are requested to submit a cover letter and resume by **11:59pm, Sunday, July 6th, 2025** clearly marked “**Manager of Development Services**”:

Please send to:

Township of Stone Mills
Jason White, CAO
4504 County Rd 4
Centreville, Ontario
K0K 1N0

Email: careers@stonemills.com

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.