



## **City of Stratford Manager of Planning**

Job Posting: 52-2022

Date Posted: Friday May 27, 2022

Annual Salary: \$101,097 - \$118,270

Closing: Friday June 24, 2022

Department/Division: Infrastructure and Development  
Services/Development

### **Duties:**

Reporting to the Director of Infrastructure and Development Services. Responsible for the management and day-to-day operations of the City's Planning Services and staff including the design, communications and administration of municipal plans and policies affecting land use, zoning, and public utility requirements. Act as subject-matter expert providing guidance and recommendations to Council, the corporation, developers, the public, special interest groups regarding land use, regulatory requirements, and development proposals, while ensuring alignment with the Corporation's goals and strategies.

- Manage and provide technical interpretation, guidance and/or direction to the Corporation and staff during reviews of development proposals to ensure adherence to all rules and regulations around municipal planning and development matters, for official, secondary, subdivision and site plans and zoning, including the determination of security/deposit requirements
- Direct and participate in the preparation of reports and studies related to development projects, providing guidance, technical advice and approvals as required
- Develop short and long-term business plans that include goals, objectives, priorities and scope of projects to support the corporate strategic goals and objectives.
- Manage day-to-day operations including divisional budget recommendations and monitoring, staff work planning and performance and capital cost control

- Act as liaison to Committees, Council and other stakeholders providing information, advice, guidance and/or new solutions to address city planning and development inquiries, negotiations, and proposals
- Comply with all workplace Health and Safety Policies and Procedures including but not limited to: attend and participate in all H&S training and education activities; identify and report all H&S risks, accidents, incidents, injuries and damage and ensure all activities are carried out in a safe manner including the proper use of all assigned personal protective equipment
- Perform other related duties as assigned

**Qualifications:**

- Undergraduate University Degree in Planning
- Minimum 5 years related professional experience
- Member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).
- Ability to interpret and apply related legislation and policies i.e. The Planning Act, Municipal By-Laws.
- Knowledge of urban planning and municipal infrastructure.
- Excellent written and oral comprehension and expression.
- Deductive Reasoning or Data Analysis.
- Problem Sensitivity/Resolution.

**To apply for this position:**

Submit a resume, clearly outlining your qualifications and experience, quoting the job posting number in the subject line to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates. Attachments should be in PDF format. Applications will be received until Friday June 24, 2022 at 4:30 pm.

**Please note that the City of Stratford has a Mandatory Vaccination Policy. All employees are required to be fully vaccinated against COVID-19 and must provide proof of their vaccinations as a condition of employment.**

**Accommodations** are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

**Human Resources Department**

City Hall, P.O. Box 818

Stratford, ON N5A 6W1

[hr@stratford.ca](mailto:hr@stratford.ca)