



# **KAWARTHA CONSERVATION**

## **Director, Planning and Development**

### **The Position**

Responsible for leading and administering the Planning and Development department, including the review of planning articles, the permitting process, engineering services, regulatory aspects, associated special projects and providing input regarding watershed and land management planning.

### **Our ideal candidate**

Will have the freedom to make independent management and technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide advice and recommendations to the leadership team on all other matters such as strategic initiatives, programs, work plans and budget matters, and technical issues; identify contentious issues to the Chief Administrative Officer.

### **Key Responsibilities**

#### *Leadership*

Promote Kawartha Conservation both internally and externally; model exceptional behaviour; build a committed and engaged staff complement; align program goals to Kawartha Conservation's vision, mission, and focus; communicate successes internally and externally; build and maintain partnerships that are essential to the ongoing success and image of Kawartha Conservation.

- Represent the organization and act as spokesperson communicating Kawartha Conservation's policy position on Environmental Approvals and Planning to interest groups, businesses, and residents within the community.
- Establish and maintain strong relationships with municipal partners and seek opportunities to integrate services.
- Provide input to the progress and execution of the Strategic Plan through the annual development, implementation, and monitoring of the departmental annual Business Plans.
- Initiate new partnerships to enhance service delivery.
- Lead and/or coordinate special projects as they relate to the department to the benefit of our partner communities and municipalities.
- Be adaptive, embrace change, and promote the policies of the organization to influence others in adoption.



### *Resource and Fiscal Management*

Identify revenues and expenditures for the department's annual budget; ensure that financial and other resources are used effectively to meet the department's objectives that are aligned with Kawartha Conservation's financial objectives; monitor and identify significant variances to budgets; recommend and implement corrective actions as required.

- Accountable for the development, direction, execution and evaluation of programs, policies, and decisions within the department to ensure continued improvement and effective service delivery.
- Demonstrate exemplary customer service; optimize customer service through continuous improvements to departmental processes, tools, and communications.
- Initiate and develop policies and procedures deemed necessary to support the delivery of departmental programs and services.
- Responsible for adherence to fee tracking, invoicing and collection for plan review and regulation articles; recommend new or enhanced fees.
- Coordinate, implements, and project manage special projects including tender writing, contract development, MOUs, agreements, etc.
- Secure adequate resources for success.
- Provide internal customer service to, and integration with other departments as advisable

### *Networking and Relationship Building*

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to identify strategic opportunities and potential partnerships; evaluate current networks in order to discover opportunities for expansion to support Kawartha Conservation in meeting strategic objectives and goals; identify and utilize networks or working relationships with decision making capabilities or those that can influence decisions.

- Responsible for report preparation and presentations to the Board of Directors, various committees, municipalities, interest groups and community as directed.
- Attend Board meetings providing Environmental Approvals and Planning advice and guidance, as well as represent Kawartha Conservation at municipal, other government agencies and public meetings
- Participate in municipal and conservation authority working groups, networks, and consultation meetings.

### *Results Oriented*

Focus on desired outcomes by meeting and/or exceeding standards based on past performance, goals and objectives, as well as the performance and/or achievements of others; hold oneself and others accountable for effectively meeting and exceeding organizational and program goals; act as a role model or coach for others to drive positive results; establish challenging goals for oneself and strive to reach and exceed them; hold others accountable for their own goals; prioritize and streamline work to ensure goals are achieved.

- Support, develop, and manage team members in accordance with corporate policies and relevant legislation related to human resources

- Coordinate, supervise and provide technical support for the department to ensure alignment with Kawartha Conservation's mandate.
- Supervise and oversee the activities of direct reports to ensure the department achieves its business commitments as set out in the Business Development Plans
- Responsible for staff Performance Reviews, training, mentoring and career enhancement opportunities advancing successful and rewarding careers.

### *Risk Management*

Identify, analyze, plan and respond to internal and external risk factors including security, liability, legislative and confidentiality breaches. Adhere to, enforce and ensure the Health & Safety program is compliant with OHSA and other pertinent laws, regulations, standards and required practices; analyze and develop plans to eliminate or reduce risks to overall organization, assign responsibility, place workplace safety as a top priority, develop contingency plans and continually monitor internal and external risk factors; communicate potential risk situations including action steps and possible impacts to the department and other staff; document all risk events to determine root causes and recommended changes.

- Accountable for the development, implementation, and evaluation of Planning and Regulation programs, policies and procedures relating to the Conservation Authorities Act, Ontario Regulation 182/06, Planning Act, Clean Water Act, and other Provincial and Federal legislation, regulations or plans that impact land use planning and environmental regulation.
- Develop policies and procedures for the purpose of consistent application and conformity to administrative best practices and relevant legislation
- Develop, update, and enforce programs and procedures that address hazards of the jobs performed by the department's staff.
- Keep current and knowledgeable about all applicable Health and Safety legislation to ensure compliance.

### *Technical Expertise*

Possess the knowledge and experience relevant to the responsibilities of the position; identify knowledge gaps and seek out professional development; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others, enhance and advance your professional career. Apply your expertise in the following responsibilities:

- Key management representative to review and respond to land use proposals under the Planning Act including Official Plans, Secondary Plans, Plans of Subdivision/Condominium, Zoning by-laws, and site plans.
- Provide technical advice for development proposals submitted under Section 28 and testimony as may apply to Hearing Tribunals, for hearings under Section 28 of the Conservation Authorities Act, and other boards as may be required.
- Act as a key spokesperson for Kawartha Conservation on planning matters; provision of technical advice and problem-solving assistance to department staff, CAO, and members of the Leadership Team.



## Skills and Expertise

- University degree in water resources or environmental engineering, Planning, Resource Management, or related disciplines.
- Knowledge of and/or training in municipal planning and environmental management.
- Minimum ten (10) years progressive supervisory experience, preferably in a planning or regulation driven environment
- Experience with project management and the preparation of technical reports and presentations
- Excellent knowledge of provincial planning policies and Conservation Authority regulations
- Excellent knowledge of current water and environmental management principles and technologies, municipal planning, federal, and provincial legislation
- Knowledge of and experience with hydrologic and hydraulic modeling an asset
- Familiarity with administrative and information management processes
- Excellent computer skills, proficient in MS Word, MS Excel, MS Access
- Familiar with workplace legislation such as Employment Standards Act, WSIB, Occupational Health and Safety, Ontario Human Rights Code, and AODA
- OPPI, MCIP or APEO full membership, or the professional designation applicable to the position, is considered an asset.
- Valid M.T.O. driver's license with a clean driving record

## Working Conditions

- Office environment
- Remote work availability in hybrid model
- Public speaking required
- Additional hours may be required to meet deadlines, obligations, attend meetings and special events
- Travel using corporate vehicles
- Significant time will be spent on the computer
- High level of concentration is required
- Long periods of sitting
- High amount of involvement with the public and staff
- Mandatory adherence to safety policies and practices

## Our Core Values

### *Teamwork*

Work cooperatively and effectively with others to reach a common goal; participate actively in group activities fostering a team environment; develop teams that offer a diverse range of perspectives and experience in order to develop plans or actions that consider all factors; value and encourage teamwork through daily actions and by



soliciting feedback from all levels of the organization; build cooperation and communication between multiple teams, recognize when different teams could work together for improved success.

#### *Client Service*

Provide superior service to both internal and external clients. Demonstrate tact and diplomacy; develop and implement practices and programs that will benefit Kawartha Conservation while improving client satisfaction.

#### *Health and Safety*

Maintain a safety conscious attitude and lead by example. Consistently follow Kawartha Conservation's Health & Safety policy; maintain a safe, hazard-free working environment; and show initiative in suggesting improvements to the Health and Safety policy/program.

#### *Job Competence*

Produce accurate, quality work. Be detail oriented with strong time-management skills.

#### *Communications*

Keep the Leadership team, peers, and other staff informed; express ideas/concerns clearly; respond promptly and appropriately to verbal and written instructions; and demonstrates tact and diplomacy.

#### *Job Knowledge*

Technical and professional knowledge is current and applicable to the position. Adaptability and desire to learn new skills.

#### *Problem-Solving*

Identify and analyzes problems; develop appropriate solutions to problems and make recommendations.

#### *Promote a Positive Work Environment*

Promote a positive and productive work environment and a healthy workplace; value, respect and recognize efforts and results of others.