

**Township of Cavan Monaghan  
Job Description**

**Position: Director of Planning**

**Reports To: Chief Administrative Officer**

**This Job Description: March 2026**

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### **Job Summary**

The Director of Planning is responsible for the supervision and management of the Planning Department for the Township of Cavan Monaghan. This position takes the lead role with regards to Subdivision and Condominium proposals and applications, Official Plan and Zoning By-laws. The Director of Planning is required to carry out special projects and will be a participating member of the senior management team

This position reports to the Chief Administrative Officer, sharing information with the Chief Administrative Officer and Department Managers, Township Staff, Council and Committee members. The position develops and maintains effective working relationships at all levels of government, Ministry and Agency Staff, lawyers, real estate agents, ratepayers, developers, architects, consulting planners, environmental experts, service groups, cultural groups, businesses and the County of Peterborough.

The position is responsible for setting and accomplishing departmental objectives and goals within the guidelines and resources established by Council and the Chief Administrative Officer.

### **Duties and Responsibilities**

Responsible for the supervision and administration of local planning matters as they relate to the requirements of the Municipal Act, the Ontario Planning Act, and Municipal policies, regulations and procedures, including:

- Receipt, processing and review of planning applications and development proposals for compliance with applicable legislation and by-laws, including the collection, preparation and review of background/supporting documents (e.g. zoning by-laws and amendments, official plans and amendments, minor variances, plans of subdivision), prepare reports to Council and Committee of Adjustment, and liaise with Township staff, ministry and agency staff, applicants and the public;

- Interpret documents and plans, formulate opinions and communicate to staff, the general public, lawyers, consultants, developers, ministries and agencies; the official plan, zoning by-law and legislation relating to the planning function;
- Advise Council, the Chief Administrative Officer and administration concerning any legislation and programs under various Federal, Provincial and Municipal Acts that may affect department services, planning and development, including but not limited to the Planning Act, Provincial Planning Statement 2024, and the Development Charges Act.
- Provide planning advice and develop priorities/policies, for Council, Committees, CAO, senior staff, department staff, developers, members of the general public and local municipalities as requested;
- Oversee the interpretation of the municipal planning policies;
- Collect, prepare, and review background and supporting documentation for special planning studies and growth management exercises;
- Maintain and update the Township's Official Plan to ensure it is kept current;
- Prepare for and provide evidence at OLT Hearings;
- Review and comment on planning matters pertaining to consent applications, zoning by-laws/amendments, official plans/amendments, plans of subdivision/condominium and site plan approval applications;
- Research and develop policies, regulations and procedures for the effective and efficient operation of the Planning Department;
- Ensure confidentiality of all departmental information in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- Monitor provincial legislation regarding planning issues and development, and implement new policies and procedures, as required;
- Prepare, implement and monitor the Planning Department budget, including collection of fees;
- Manage staff performance, including the recommendation and implementation of disciplinary action;

- Develop the Planning Department's annual strategy, work plans, expected outcomes and performance measures in consultation with the other Directors within the department;
- Lead the development and implementation of strategic and operational plans for the Planning Department in support of the Corporate Strategic plan adopted by Council;
- Oversee Source Water Protection with the local conservation authority.

### **Managerial Requirements**

- The Director of Planning provides leadership and accountability to the Planning Department, including guidance and support.
- Comfortable working in an environment with competing priorities and a high level of ambiguity.
- Excellent communication, facilitation, conflict resolution, negotiation and team building skills.
- Willing to share information with others and solicit input.

### **Working Conditions**

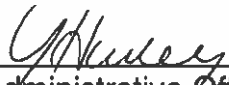
- Works in an office environment with occasional travel outside the office to attend meetings and/or site visits.
- Irregular hours (days, evenings or weekends) may be required for attendance at public and council meetings and/or as part of Emergency Control Group.

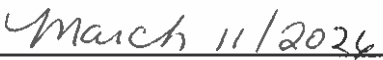
### **Job Knowledge**

- Minimum of a Bachelors degree in Urban and Regional Planning with a preference for a Master's degree in a relevant field.
- A minimum of 6 years of experience in senior management, preferably in municipal Planning, gained through progressive on-the-job experience.
- Excellent organization, public relations, writing and presentation skills.
- Ability to supervise the work of staff and consultants.
- Leadership, strategic and policy development skills.

- Experience in managing and leading people and programs, identifying and achieving policies and objectives, developing a budget, managing finances and measuring performance.
- Ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modifications of existing policies, strategies and/or methods to meet unique or unusual conditions within the context of existing Township policies and procedures.
- Working knowledge of Municipal and Provincial mandates and responsibilities and ability to comprehend legislation and associated regulations.
- Ability to work in a fast-paced office environment and ability to balance a large number of projects and associated deadlines.
- Ability to solve problems and resolve conflict. Knowledge of word processing, spread sheets, power point and other related computer skills.
- Ability to work collaboratively with others.

Reviewed by:

  
 Chief Administrative Officer

  
 Date: