

TOWN OF CORNWALL JOB DESCRIPTION

Position: Manager of Planning and Development
Reports to: CAO
Last Updated: June 2025
Salary Range: Level 11.5 (\$90,417 – \$101,765)

SUMMARY:

The Manager of Planning and Development is a senior level full-time position that is responsible for ensuring adherence to the Town's Official Plan including the Zoning and Subdivision Control By-Law. As a key member of the leadership team, this role manages the Planning and Development Department, provides strategic and technical guidance, and ensures that development within the municipality aligns with all legislative, regulatory, and policy requirements.

DUTIES AND RESPONSIBILITIES:

- Responsible for the development and implementation of all land use planning and development functions of the municipality, including a range of delegated authorities provided by Council.
- Responsible for ensuring that appropriate policies and procedures are in place related to the Town's planning and development.
- Responsible for ensuring compliance with the Town's Official Plan through the Zoning and Subdivision Control Bylaw, including:
 - Interpretation and administration of the Land Use By-law.
 - Review and decision-making on development permit and variance applications.
 - Processing of applications for By-law and official plan amendments.
 - Review and decision making on subdivision applications and associated documentation.
 - Preparation of development and subdivision agreements where required.
 - Filing of approved documents with the Registry of Deeds.
 - Preparation and submission of all required reporting.
- Responsible for training, supervision and evaluation of employees in accordance with personnel policies.
- Support the preparation and administration of the department budget and monitor actual expenses.
- Participate in long-term planning for departmental and Town capital and operational needs.
- Conduct research and prepare reports on planning issues, land use conflicts, policy amendments and development agreements.
- Ensure staff compliance with Town policies, workplace safety requirements, and emergency preparedness protocols.
- Attend Planning and Development Committee meetings and other Council meetings as required.
- Conduct Official Plan reviews as required by legislation.
- Respond to inquiries regarding development permits, civic addresses, subdivisions and Development Bylaw and Zoning.

- Support Council, CAO, and senior staff with departmental, operational, and technical insights to inform municipal decision-making.
- Perform other such related duties, responsibilities and functions as may be assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge and training in Computer Software Systems - specifically: ARCGIS and Geolinc. Advanced computer experience in Microsoft Office.
- Knowledge of the Municipal Government Act, Planning Act, Environmental Protection Act and other relevant legislation, regulations and municipal bylaws.
- Strong understanding of land use planning, development practices, and municipal engineering standards.
- Experience with public engagement and consultation processes.
- Familiarity with architectural and development design principles in a municipal context.
- Knowledge of regulatory, advisory, and other legislative bodies and their associated policies, procedures and regulations.
- Ability to work independently and as a member of a team and to make decisions in accordance with established policies, standards and objectives.
- Excellent decision-making, organizational, and time-management skills in a high-demand environment.
- Strong written and verbal communication abilities, with excellent public consultation and customer service skills.
- Ability to interpret and evaluate technical site plans, blueprints and specifications.

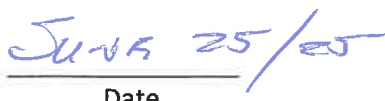
PREFERRED EDUCATION AND EXPERIENCE:

- A bachelor's or master's degree in Land Use Planning or a related field. A diploma with extensive relevant experience may also be considered.
- Certification as a registered professional planner (RPP) or related professional planning designation is required. A combination of education and experience that clearly demonstrates the required competencies may be considered in lieu of designation.
- Minimum of 3 years of supervisory experience in planning, development, or related field.
- Civil engineering and/or construction project management experience is an asset.
- Must have a valid driver's license.

WORK ENVIRONMENT:

- Work evenings, weekends and holidays as required.
- May require lifting or physical site inspections.
- Occasional off-site meetings and visits to development sites.

Approved: 
Kevin Coady Chief Administrative Officer (CAO)


Date