

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2026-23 DIRECTOR OF DEVELOPMENT (Permanent, Full-Time)

The Town of Hanover is seeking an experienced and forward-thinking Director of Development to lead the municipality's planning, development, and building functions to fill an upcoming vacancy. This senior leadership position will help shape Hanover's future growth by providing strategic direction, fostering relationships with developers and stakeholders, and ensuring planning and development initiatives align with community priorities, legislative requirements, and long-term sustainability goals.

Hanover recently received approval of a Minister's Order for a boundary adjustment with a neighbouring municipality, creating new opportunities for residential, commercial, and industrial growth. The successful candidate will play a key role in guiding the planning and development of these lands and helping to ensure growth is managed in a manner that supports affordability, infrastructure renewal, and the long-term prosperity of the community.

Position Summary

Reporting to the Chief Administrative Officer (CAO), the Director of Development provides strategic leadership and operational oversight for the Town's development, planning, and building functions. This role ensures efficient and compliant operations that support Council and senior leadership decision-making, and helps advance the Town's long-term vision for sustainable growth and community development.

A comprehensive position description detailing the role, responsibilities and functions is enclosed.

Knowledge, Skills, Experience & Certifications

- Minimum ten (10) years' experience working in a municipal planning and development environment
- Minimum five (5) years of progressive management experience
- Requires a Bachelor's Degree in Land Use or Urban Planning, or an Honours Degree in a planning field
- Full membership in the Ontario Professional Planners Institute and the Canadian Institute of Planners. Registered Professional Planner designation required
- Experience administering and interpreting municipal zoning by-laws, official plans and site plan approvals
- Significant demonstrated experience with land-use and policy planning in urban environments
- Experience in financial management, project management, business planning, asset management, tendering and contract management
- Experience in Ontario Building Code matters
- Experience providing evidence before the Ontario Land Tribunal is an asset
- Ontario Building Code experience is an asset

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- Ontario Association of Property Standards Officer (OAPSO) with Certified Property Standards Officer (CPSO) designation is an asset
- Accessibility Certification is an asset
- Knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of, building, planning, development and development charges activities
- Sound knowledge of theories, principles and practices relating to the operation, maintenance and administration of departmental processes and related equipment
- Demonstrated experience in municipal planning and land development application procedures
- Knowledge and understanding of municipal infrastructure
- Excellent project management skills with the ability to effectively organize competing priorities, make well-informed decisions, and manage outcomes
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
- Proficient analytical, time-management and organizational skills with ability to respond and adapt quickly in a dynamic, fast-paced environment
- General knowledge of public policy, practices, and current issues affecting local government, with an understanding of public sector management accountability frameworks
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally, with extensive involvement with local citizen groups, public agencies, special interest groups, and development and building industries.
- Computer proficiency, including MS Office, Cloud Permit and Adobe Acrobat, with ability to learn new programs; experience with databases such as work order programs, and financial software is an asset
- Ability to effectively lead, coach, and motivate a multi-disciplinary team
- Valid Class G or higher driver's license required, with driver abstract and CVOR satisfactory to the Town
- Criminal Record, Judicial Matters and Vulnerable Sector Check satisfactory to the Town

Compensation and Benefits

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is \$115,005.80 to \$133,733.60.

Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-23 by email, mail, or in person by 4:00pm on Thursday, September 4, 2026 to:

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**Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Artificial Intelligence (AI) is not used to screen candidates. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description
Prepared: July 2026
Reviewed By: CAO

Position Title: Director of Development

Department: Development

Reports To: CAO

Supervises: Directly: Development Services Supervisor /
Chief Building Official
Junior Planner

Indirectly: None

Position Status: Full-time

Location: 341 10th Street, Hanover, ON

Pay Method: Salary based on established hourly rate

Normal Work Week: 35 hours per week

Management Status: Management / Supervisory

Remote Work Eligibility: Occasional

Position Summary

The Director of Development is responsible for providing overall leadership, strategic planning, and direction of efficient operations for the department in compliance with legislation and municipal policies for development, building and planning services.

Duties and Responsibilities

Operations

- a) Acts in compliance with, monitors and administers provisions of legislation and regulations, including the Building Code Act, Planning Act, Development Charges Act, Occupational Health & Safety Act, etc. Ensures effective policies and practices are in place and maintained to ensure ongoing compliance with all relevant legislation.
- b) Leads the department using well-developed technical, management and interpersonal skills, and implements operational direction by establishing short-term and long-term objectives and operational policies and practices that support

efficient operations, strategic directions, priorities, and compliant corporate and department initiatives.

- c) Exercises a range of Delegated Authorities provided by council and is accountable for all activities related to the department, including responsibility for the development and implementation of all land use planning functions of the municipality, and cross-departmental projects and initiatives.
- d) Liaises effectively with government ministries, agencies, consultants, and contractors, members of the public, other municipal departments, and municipal staff to administer department activities.
- e) Contributes to the municipality's Asset Management Plan through regular monitoring, updates and making recommendations to complete work in accordance with the plan.
- f) Prepares and co-ordinates the preparation of short and long range plans, policies and studies to guide the effective growth of the municipality for the lands acquired through the boundary adjustment.
- g) Liaises with developers and other proponents of projects to receive and review development concepts/plans and generate development of municipal lands. Provides input throughout the development process and collaborates with other municipal staff, departments, contractors and ratepayers as required. Acts as a member of the municipality's development leadership team for development negotiations.
- h) Accepts, reviews and co-ordinates all pre-consultations and Development applications (plans of subdivision, site plan approvals, other planning or development applications).
- i) Leads the municipality's industrial park development.
- j) Co-ordinates the review and update of the municipality's Official Plan, Secondary Plans, Zoning By-law.
- k) Manages functions related to sustainable community and urban design, including preparation of plans and guidelines, conducting related research, and providing technical expertise.
- l) Prepares and/or reviews comments/conditions on applications for proposed draft plans and/or official plan amendments regarding municipal engineering needs, easements and road allowance acquisitions, and on applications for plans of subdivisions and site plans to ensure applications meet acceptable engineering standards and departmental policies with an overarching goal of long-term sustainability.
- m) Administers Development Agreements for site plan, condominium and subdivision developments including preparing appropriate project-specific

agreement clauses, approving construction drawings, overseeing construction monitoring, approving security reductions, and approving milestone certificates.

- n) Ensures long-term planning, development, operations, and maintenance of all land-use planning functions, including supervising the preparation and analysis of technical studies and proposals, staff reports, and agreement development related to municipal planning initiatives.
- o) Manages, tracks, and oversees the processing of all planning and development applications including minor variances, official plan amendments, zoning bylaw amendments, site plan, plans of subdivision and consent.
- p) Promotes a high standard of customer service and a collaborative approach with the public, external stakeholders, as well as to all internal customers. Responds to both internal and external inquiries and investigates complaints to ensure documented follow-up and compliance with legislation and corporate policies.
- q) Negotiates the terms and conditions of planning related matters, including financial matters in consultation with the CAO, and presents same to Council for approval and implementation; acts as the Town's lead on all matters referred to the Ontario Land Tribunal.
- r) Oversees and administers scope of work, contracts, tenders and service agreements for those conducting work on behalf of the department, and manages consultants/service providers in collaboration with department staff. This may include consultant services, and professional reviews of the Official Plan, By-Laws, planning applications, and Ontario Land Tribunal cases.
- s) Investigates and recommends technological improvements for intellectual property files, data processing and file management including communications and software related to the functions of the Department.
- t) Reviews and when applicable, approves planning applications for site plan approval, zoning, and official plan amendments and minor variances and provides feedback in a timely fashion;
- u) Acts as secretary treasurer for the Committee of Adjustment and Land Division Committee for all consents. Ensures the Committee of Adjustment functions in accordance with the provisions of the Planning Act.
- v) Acts as the Planning Administrator. Administers, enforces and maintains the Comprehensive Zoning By-Law with recommendations for amendments plus housekeeping by-laws.
- w) Collaborates with economic development and other applicable departments on the implementation of strategic and master plans, and ensures proactive communication with citizens for the distribution of planning information and for receiving public input on applicable initiatives.

- x) Assists Council, the CAO, and management team in the oversight of the corporate strategic direction, decision making and planning. Provides managerial experience and departmental and technical/operational insights and perspectives.
- y) Prepares appropriate reports, public notices policies and procedures, request for proposal / quote documents, applicable meeting documents and other applicable correspondence; reviews reports and correspondence of department staff as required. Attends and presents during various meetings, including council, committee, public, departmental and staff meetings.
- z) Oversees administration and file retention and security of all electronic and hardcopy files related to the Department. Ensures documentation is effectively completed and maintained in accordance with legislative and municipal requirements.
- aa) Oversees and maintains the Municipal Civic Address system.
- bb) Participates as a member of the management team and ensures responsibilities and directions of the management team are carried out in an efficient manner.

Human Resources

- a) Provides overall leadership to department staff. Fosters positive workplace culture and promotes a high level of collaboration and engagement to ensure the effective delivery of the full range of departmental services. Inspires staff to achieve high performance and ensures regular and productive staff meetings are conducted throughout the department.
- b) Responsible for interviewing and hiring new employees, carrying out performance appraisals, reviewing and approving timesheets, directing the training and development of staff, providing coaching opportunities, managing staff performance, and carrying out corrective and/or disciplinary measures.
- c) Ensures training and development opportunities are provided in accordance with legislation, municipal policies and procedures to ensure staff are certified and competent.
- d) Monitors departmental effectiveness and makes strategic recommendations and plans with respect to staffing levels, organizational design, and professional development requirements.
- e) Champions the corporate mission and values departmentally and corporately.

Spending, Budgets & Internal Control

- a) Develops, maintains and monitors departmental operating and capital budget; recommends department fees and revenues and where applicable cover department expenditures; accounts for budget variances makes financial

recommendations related to the department; monitors spending and approves the purchase of items in accordance with municipal policies.

- b) Calculates and oversees the collection and receipt of all permit and other fees related to the issue of permits and development activities.
- c) Determines the application of the site plan and subdivision agreement financial requirements and if required or applicable, Development Charges By-law through consultations as required with the Corporate Services Department.
- d) Ensures records of municipal planning and development are managed in accordance with the corporation's Asset Management Plan and records retention bylaw.
- e) Supports litigation and prosecution services related to the department.

Health & Safety

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to managers, supervisors, and employees. Monitors, implements, enforces, and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

- a) Performs all other duties and responsibilities as assigned.
- b) Is proactive in determining the source of problems, identifying possible causes and implementing solutions.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Requires a Bachelor's Degree in Land Use or Urban Planning, or an Honours Degree in a planning field
- Full membership in the Ontario Professional Planners Institute and the Canadian Institute of Planners. Registered Professional Planner designation required
- Ontario Building Code experience is an asset
- Ontario Association of Property Standards Officer (OAPSO) with Certified Property Standards Officer (CPSO) designation is an asset.
- Accessibility Certification is an asset
- Valid Ontario 'G' class license in good standing

Experience:

- Minimum ten (10) years' experience working in a municipal planning and development environment
- Minimum five (5) years of progressive management experience

- Experience administering and interpreting municipal zoning by-laws, official plans and site plan approvals
- Significant demonstrated experience with land-use and policy planning in urban environments
- Experience in financial management, project management, business planning, asset management, tendering and contract management
- Experience in Ontario Building Code matters
- Experience providing evidence before the Ontario Land Tribunal is an asset

Skills and Abilities:

- Knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of, building, planning, development and development charges activities
- Sound knowledge of theories, principles and practices relating to the operation, maintenance and administration of departmental processes and related equipment
- Demonstrated experience in municipal planning and land development application procedures
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- Excellent project management skills with the ability to effectively organize competing priorities, make well-informed decisions, and manage outcomes
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
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- General knowledge of public policy, practices, and current issues affecting local government, with an understanding of public sector management accountability frameworks
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally, with extensive involvement with local citizen groups, public agencies, special interest groups, and development and building industries.
- Computer proficiency, including MS Office, Cloud Permit and Adobe Acrobat, with ability to learn new programs; experience with databases such as work order programs, and financial software is an asset
- Ability to effectively lead, coach, and motivate a multi-disciplinary team

Physical Demands and Working Conditions

- Physical demand requires plans examination and computer work concentration, visual observations for development plans review.
- Working conditions vary between a standard office environment to conducting field inspections; exposure to inclement weather conditions and outdoor environment (ie, mud, dirt, noise).
- Incumbent is required to address complaints from the public on a regular basis;

on occasion may deal with people who are irate.

- Work is subject to frequent interruptions and shifting priorities.
- May be required to work overtime and unusual hours to respond to emergency situations in a timely manner.
- Incumbent is required to attend evening meetings on a regular basis.

Contacts

Internal: Development Services Supervisor /
 Chief Building Official
 Junior Planner
 CAO
 Management Team
 Mayor and Council
 Clerical & Administration Staff

External: General Public
 Developers and Contractors
 Government agencies and partners

Public Relations: Media

Review

Department Head:		Date:
Human Resources:		Date:

Approval

CAO:		Date:
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