



**Full-Time Employment Opportunity**  
**Director, Development Services**  
**Salary Range: \$115,000-\$143,000**  
**(salary currently under review)**

Reporting to the Chief Administrative Officer (CAO), the Director of Development Services is responsible for leading and managing the effective operations of the Development Services Department, consisting of the Planning Services and Building Services divisions.

As a key leader and team player in the organization, the Director develops and recommends policies and long-range strategies to effectively and efficiently guide growth and development in the Township. An experienced municipal planner with exceptional communication skills and a solid understanding of moving development forward in a changing planning environment, the Director oversees all planning applications and building permits. This includes ensuring streamlined processes are implemented while providing excellent customer service to internal and external stakeholders.

**MAJOR RESPONSIBILITIES:**

- Leading effective management of the Development Services Department and its two divisions: Planning Services and Building Services.
- Ensuring development application and building permit review processes operate efficiently
- Providing trusted, objective, and real-world advice to Council, the CAO, and staff
- Carrying out the directions of Council and the CAO in accordance with established practices, policies, procedures, and statutory requirements.
- Overseeing budgets for Development Services while guiding staff to innovate, navigate financial challenges, and enhance efficiency.
- Undertaking strategic and/or highly complex projects and studies to support Council initiatives, the Township's Strategic Plan, and other senior staff in the organization.
- Building and sustaining strong, collaborative relationships across communities, industries, governments, and key stakeholders.
- Ensuring the Township's adherence to the Planning Act; Building Code Act, 1992; Development Charges Act, 1997; and other relevant legislation.
- Promoting and managing growth and development in the Township while protecting the heritage, environmental integrity, and sustainability of the Township.

Regarding Planning Services matters, the Director assists/oversees the entire development approvals process; manages Committee of Adjustment applications; undertakes Official Plan and Zoning By-law reviews; reviews and comments on proposed planning legislative changes; supervises the collection and reduction of development securities; supports the Heritage Advisory Committee; reviews heritage permits and heritage sign permits; and assists in preparing advisory committee agendas.

Regarding Building Services matters, the Director is responsible for the management of the Chief Building Official regarding the review and approval of building permit applications; completing building permit inspections; reconciling development charges; and approving business sign permits.

**QUALIFICATIONS:**

Required

- Completion of a relevant university degree in Planning, Urban Studies, or a related field, with at least 8 years progressively responsible experience in the planning and development field working for municipalities or the development industry.
- A minimum of 3 years of management/leadership experience in a municipal or development industry environment.
- Registered Professional Planner (RPP) and a member of the Ontario Professional Planners Institute (OPPI) and a Member of the Canadian Institute of Planners (MCIP).

- Valid Class “G” Ontario driver's license in good standing.

#### Asset

- Senior management level experience in a unionized environment.
- Experience testifying before the Ontario Land Tribunal, including being deemed an expert witness for planning and development matters.
- Lean Six Sigma training and certification (yellow belt and above), Prosci certification, and/or Certified Change Management Professional certification.
- Knowledge of Township of Scugog, Durham Region, and Greater Toronto Area land use planning matters, including its history, opportunities, challenges, and development industry members.
- Post-secondary education in Civil Engineering or other related engineering areas relevant to municipal operations, including a Professional Engineer or Certified Engineering Technologist license.

#### **COMPETENCIES REQUIRED:**

- Extensive knowledge of municipal planning and building procedures and principles, with an in-depth understanding of the Planning Act; Building Code Act, 1992; Development Charges Act, 1997; and other relevant legislation, including techniques used in development, engineering, land use planning, and building services.
- Demonstrated ability to establish and maintain effective working relationships with residents, community leaders, business owners, and government agencies.
- Excellent customer service skills with the ability to successfully navigate disputes and achieve effective solutions.
- Highly developed communication and public relations skills; strong presentation and writing skills; and the ability to effectively communicate municipal priorities and interests.
- Expertise in leading negotiations and meetings, navigating complex regulations, resolving conflicts, and making sound decisions.
- Experience in policy formulation, development review, and processing applications, such as subdivision and condominium plans, site plans, consents, rezoning and minor variances.
- Skilled in project management, multitasking, and prioritization, thriving in high-pressure, fast-paced environments with tight deadlines.
- Knowledge of research methodology and statistics, management practices, budget development and administration, contract and grant management, and real estate practices.
- Ability to handle confidential and sensitive information in an appropriate manner with the ability to exercise tact and diplomacy with a high degree of judgment and discretion.
- Proficient in Microsoft Office applications, knowledge of GIS mapping applications, file management, digital communication tools and devices, and other related applications.

**A full job description is available upon request. Please email [resumes@scugog.ca](mailto:resumes@scugog.ca) to request a copy.**

The successful candidate must provide, prior to commencing employment, a satisfactory criminal reference check from Canadian Police Information Centre.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.

Please submit a cover letter and resume outlining current experience, background, and education, no later than 4:30 p.m. on **June 30, 2025**. Replies should be addressed to Valerie Ratchford, Human Resources, [resumes@scugog.ca](mailto:resumes@scugog.ca).

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants and advise that only those selected for an interview will be contacted.

Personal Information will be used to determine eligibility for potential employment and is pursuant the Municipal Freedom of Information and Protection Privacy Act.