

Position Profile and Candidate Brief Town of Halton Hills



Position Profile and Candidate Brief
February-March 2026

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Introduction

I am delighted to present this Position Profile for the **Commissioner of Planning** role prepared on behalf of the Town of Halton Hills.

I trust that this document will provide you with all necessary background information on the Town of Halton Hills, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Town of Halton Hills are available on the website: <https://www.haltonhills.ca/en/index.aspx>

On behalf of Legacy Partners and the Town of Halton Hill, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
Legacy Executive Search Partners

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Town of Halton Hills Overview



The Town of Halton Hills, with a population of approximately 66,000, consists of two urban centres, Georgetown and Acton, the Halton Hills Premier Gateway employment area, three hamlets – Glen Williams, Stewarttown and Norval – and several smaller settlements. Halton Hills has long been recognized for its natural beauty, active agricultural community, high quality of life and proximity to major centres, including Brampton, Mississauga and Toronto.

The motto, ‘Small town living at its best’ is reflected in Council’s Strategic Plan mission statement: “To efficiently provide services that foster a higher quality of life for residents, making Halton Hills a desirable place to live, work, and invest.” The Town has been ranked as one of the top small communities in Canada by a national magazine.

Halton Hills Strategic Plan

Vision

The Town of Halton Hills is a growing, nature-rich community that is proud of its small-town feel and urban rural mix where all people feel welcomed, safe, and connected.

Mission

To efficiently provide services that foster a higher quality of life for residents, making Halton Hills a desirable place to live, work, and invest.

Values

Values provide a broad philosophy that encompasses the guiding principles of the Town of Halton Hills. These values serve as a lens through which to evaluate all decisions and support a culture where everyone understands what is important.

Integrity and honesty

We are truthful, make fact-based decisions, and act in the best interests of the town.

Transparent and accessible

We welcome communication and information sharing in an open and receptive manner.

Effective stewardship

We build on our collective strengths to achieve the best possible outcomes as stewards of our community, corporate assets, resources, and the natural environment.

Connected

We stay informed and engaged with our community.

Respectful and caring

We demonstrate appreciation and support for all through our inclusive and collaborative approach.

[Learn more by visiting the Strategic Plan page here.](#)

Halton Hills Official Plan/Official Plan Review

The Town has begun the process of creating a new Official Plan that will guide how Halton Hills grows and develops in the future.

In the next 15-25 years, Halton Hills is expected to grow significantly. With a projected population of 132,000 people and 65,000 jobs by 2051, we need a plan that reflects today's municipality and preserves our community's character while creating a new vision for the future.

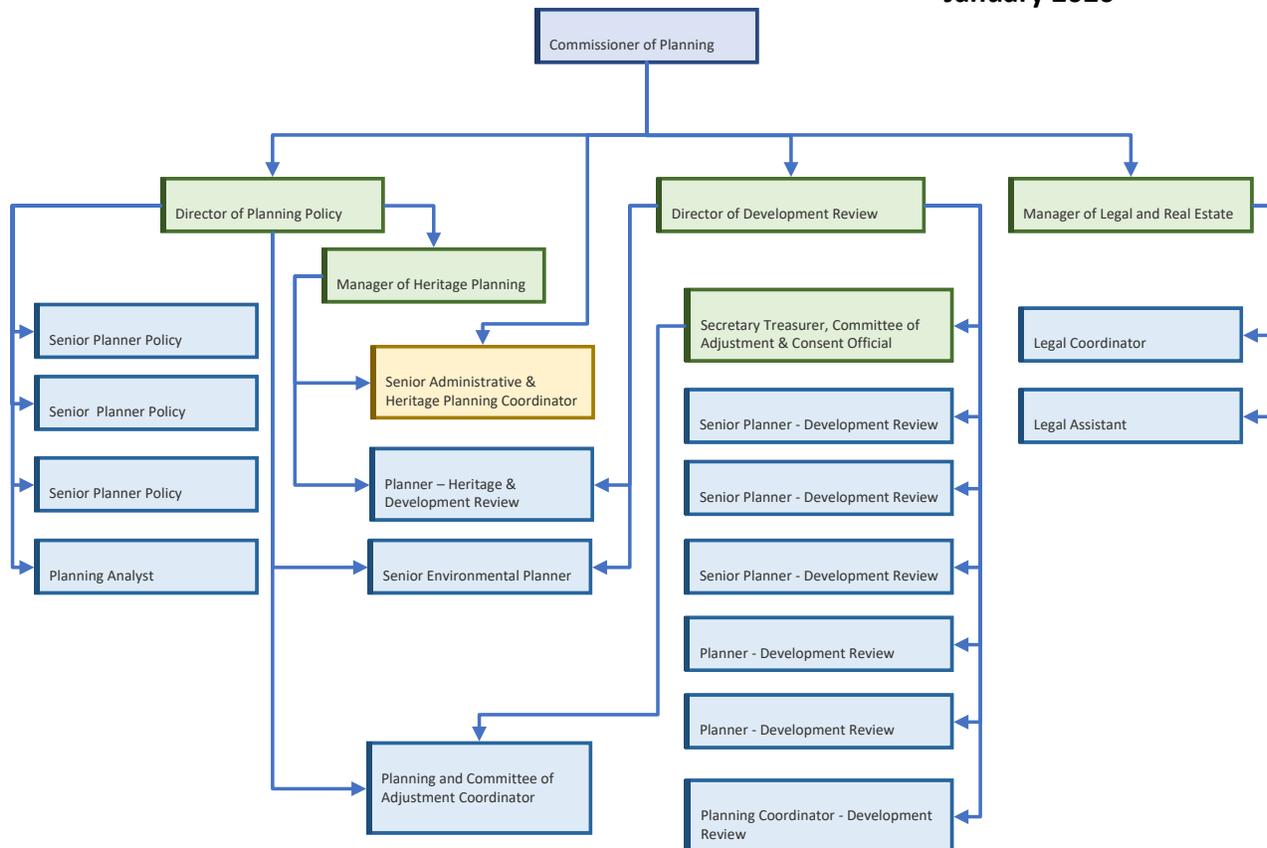
The new Official Plan will also implement provincial policy directions, align with related background studies and recognize Council's [2023-2026 Strategic Plan](#) priorities.

[You can learn more by visiting the Planning and Development page.](#)



Organizational Chart

Planning and Development January 2026



Job Description

Position Summary:

Reporting to the Chief Administrative Officer, the Commissioner of Planning is responsible for providing strategic leadership and direction for the Planning Department. This entails the formulation and implementation of effective and defensible policy and heritage strategies, growth monitoring, the evaluation of development proposals for conformity with Provincial and Town plans and policies, the preparation of development agreements, and servicing allocation.

This position is an active member of the Senior Management Team. Guided by the Town's Strategic Plan, corporate policies, and good planning principles, the Commissioner of Planning has overarching responsibility for the development and implementation of the Town's growth strategies and the provision of high-quality services and programs to our external customers in a cost-effective manner.

The salary for this position (35 hours per week) is \$207,529 - \$247,058 annually. This posting is for an existing vacancy, to fill a retirement.

Key Responsibilities:

Strategic Direction

- Participate as a member of the Senior Management Team (SMT) in the formulation of corporate strategies, goals, objectives related to the provision of Town services and programs
- Provide leadership, advice and recommendations to Council and the CAO as the Chief Planner regarding the formulation and implementation of the Town's growth management strategy
- Provides strategic direction regarding the preparation of plans, studies, and reports pertaining to long range policy and heritage planning matters
- Provides strategic direction and advice regarding major greenfield applications and context sensitive infill proposals and conditions of approval and related development agreements
- In concert with legal counsel, provide leadership, advice and recommendations to Council and the CAO as the Chief Planner regarding litigation and potential litigation matters before the OLT. Attend OLT hearings when required providing written and oral evidence and defending the same under cross examination
- Provide leadership, advice and recommendations to Council and the CAO regarding legislative and policy initiatives advanced by senior levels of government
- Regular attendance at Committee and Council meetings to provide strategic and professional planning advice

Departmental Leadership & Mentoring

- Provide leadership, direction and mentoring to the staff in the Planning Department, including Policy and Heritage Planning, Development Review/Committee of Adjustment and Legal Services
- Conduct regular management and departmental meetings and information sessions
- Provide oversight and guidance when approving staff reports and presentations for the Department
- Assess departmental staffing needs and approve hiring and/or staffing recommendations/decisions
- Undertake the on-going evaluation of direct reports and ensure appropriate development plans are in place. Guide and develop staff through performance management, career planning and development, and deal effectively with non-performance
- Ensure high degree of service for both internal and external customers in accordance with Town standards
- Ensure that staff work in compliance with the Occupational Health and Safety Act and regulations and Town of Halton Hills established policies and procedures

Financial and Budgetary Accountability

- Develop, implement and monitor the annual Planning Business Plan in alignment with Council's strategic priorities
- Develop, implement and monitor the annual Operating Budget and Capital Budget & Forecast
- Oversee the preparation of Rate Recovery Studies as required
- Oversee the retention of peer review consultants, funding mechanisms and monitor and approve expenses
- Monitor and approve expenses on policy projects such as Official Plan Reviews, Secondary Plans and Zoning By-law Reviews
- Provide recommendations on OLT budgets and monitor and approve expenses on litigation files

Stakeholder Relations

- Develop and manage critical relationships with other levels of government, industry stakeholders and community stakeholders
- Monitor and comment on legislative and policy initiatives advanced by senior levels of government
- Monitor development industry and local municipal trends and their ramifications for the Town
- Advise community stakeholders of the implications of policy initiatives advanced by senior levels of government

The Ideal Candidate

Education and Designation:

- Four-year University degree in Urban and Regional Planning or equivalent discipline
- Full membership in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI)
- Certification as a Registered Professional Planner (RPP)
- A Master of Urban and Regional Planning or Master of Public Administration degree and a Project Management Professional (PMP) designation are considered assets

Extensive Land-Use Planning Experience:

- Ten (10) to Fifteen (15) years progressive experience in land use planning
- Eight (8) to Ten (10) years senior management/Director-level experience within a municipal setting
- Thorough knowledge of and ability to apply evolving Provincial legislation and policies and good planning and urban design principles in formulating recommendations
- Extensive experience in policy and development review across urban and rural planning contexts
- Proven expertise in planning for major greenfield and strategic growth areas, sensitive infill sites, employment lands, and rural communities
- Strong working knowledge of Official Plan and Secondary Plan policies, as well as Zoning By-law provisions, to support Council decision-making
- Demonstrated experience in heritage planning and integrating cultural heritage considerations into planning recommendations
- Experience integrating natural heritage, sub-watershed, transportation, and development engineering inputs into planning decisions
- Expertise in agricultural and mineral aggregate resource planning
- Extensive experience with a wide range of development agreements

Strategic Thinking and Forward-Thinking Leadership Skills:

- Strategic visionary thinker with strong analytical and problem-solving skills
- Forward-thinking leadership and ability to see the bigger picture as it relates to corporate leadership
- Demonstrated ability to empower and develop high-performing teams, fostering accountability and enabling staff to resolve complex challenges independently
- Strong sense of integrity and sensitivity to confidential information
- Ability to successfully testify and provide evidence and professional expert opinions at tribunal hearings such as the OLT as required

- Ability to anticipate and use creativity and ingenuity to resolve problems and balance competing interests

Political Acuity and Exemplary Communication Skills:

- High degree of political acumen and ability to think strategically and solid consensus-building skills
- Strong relationship building, mediation/negotiation and conflict resolution skills to resolve disputes arising in the land use planning system
- Superior written and oral communication skills including the ability to effectively present at Committee and Council meetings and Public Open Houses
- Ability to de-escalate emotionally charged situations involving members of the public

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Commissioner of Planning at the Town of Halton Hills interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar at careers@lesp.ca by March 20, 2026 @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Town of Halton Hills are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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[Contact Us](#)

