

# Manager of Planning and Development

## Township of Southgate



### Position Profile and Candidate Brief

October/November 2023

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

### Introduction

I am delighted to present this Position Profile for the Manager of Planning and Development, prepared on behalf of the Township of Southgate.

I trust that this document will provide you with all necessary background information on the Township of Southgate, 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 Township of Southgate are available on the website: <https://www.southgate.ca/en/index.aspx>

On behalf of Legacy Partners and the Township of Southgate, 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,



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Legacy Executive Search Partners  
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## Township of Southgate Overview



The Township of Southgate is a local municipality in the southern part of Grey County near the centre of Southern Ontario, only 45 km north of the Greater Toronto Area and 125 km north of downtown Toronto, with a population of approximately 8,100.

People are drawn to the Township of Southgate for its quaint rural charm, showcased by rich farmland, local farm-to-table food options, and the sense of community that comes from knowing your neighbors and the people you do business with. The municipality is working to ensure that the amenities and infrastructure are in place for the rapid

residential and commercial growth it is attracting, while still maintaining the small-town ambiance that Southgate is known for.

### Highlights

In The Township of Southgate, residents benefit from the wonder of living in a place steeped in history and culture, and multiple local organizations to support social actives and businesses ventures.

#### ***National and International Travel***

The Township of Southgate is located between Highway 10 and Highway 6, north of Highway 89. Highway 10 has excellent access to the Greater Toronto Area and its extensive markets. Dundalk is located about an hour north of Brampton on Highway 10. Holstein is located 1 hour and 15 minutes north of Guelph.

Highway 10 is a connecting link from Owen Sound to Highway 410, 401, 403, and Toronto. Southbound Highway 10 also connects to Canada's largest airport, Pearson International in Toronto. Highway 401 connects to Toronto and eastern Canada to the east, and Waterloo, London, and the US border crossings on its west side. Highway 403 connects to Hamilton and the Niagara-US border crossings.

The Ministry of Transportation has recently resurfaced the road, widened the shoulders, upgraded the signage and replaced the culverts along Highway 10 all the way through the municipality, south to Shelburne, and north to Flesherton.

## ***History and Culture***

Southgate is the new home for the Grey County Kite Festival, being held in the Historic Hamlet of Hopeville on August 26 and 27, 2023. [www.flyhopeville.ca](http://www.flyhopeville.ca) This along with many other local events such as the Holstein Agro Expo, Maplefest, Oktoberfest, The Holstein Non-Motorized and Dundalk Santa Parades, and seasonal events hosted by local not-for-profit organizations, our Agricultural Society, Legion, Egremont Optimist Club and other community groups, give residents and visitors plenty to do.

The Township of Southgate is home to many recreational facilities, parks, sports groups, clubs, and organizations. There is something for everyone in Southgate, including free public skating all winter long at the Dundalk Arena.



## **There is always something to do in Southgate!**

- Visit Grey County - It's the season for farmers' markets across Grey County. Apart from the Owen Sound Farmers' Market (which is open year-round) most markets are open from Victoria Day weekend or just in time for the first local harvests, until Thanksgiving weekend. Grey County has a wealth of quality golf courses, ranging in difficulty and often offering amazing views of Georgian Bay. Whether you're looking for a family-friendly outing or a challenging round on an expert course, there's a great Grey Count golf course for you.
- Homestead Golf and Winter Resort - Located 15 minutes north of Mount Forest in Southgate. The 18-hole golf course is Nicknamed "wee Carnoustie" because of the interesting layout, moguls and doglegs. The short par 69 golf course has a state-of-the-art irrigation system. The Bogey and the Blonde Restaurant has an extensive menu and is open year-round.
- Dunadel Golf - 9-hole, par 36 course located in Melancthon Township across Hwy 10 from Southgate. Dundalk is the closest community and many of the members are from Dundalk and Southgate. The Club has a pro-shop, licenced restaurant and tournament/banquet facilities. Group or private spring lessons are available for adults and juniors.
- Wilder Lake - Swimming, paddling and fishing are just a few pastimes associated with Wilder Lake, a shallow 87-acre lake. Expect to find bass, perch and panfish as the main species occupying the waters. Expect peace, quiet and serenity to be the main themes of your visit.
- Varney Conservation Area - Small, roadside park located off Highway 6, south of the Town of Durham in the small hamlet of Varney. It is one of the few day-use areas that still provides swimming from an on-site pond. This is a perfect stop for a picnic.

The Township of Southgate website: <https://www.southgate.ca/en/index.aspx>

Twitter: <https://twitter.com/GrowSouthgate>

Facebook: <https://www.facebook.com/TownshipofSouthgate>

More information can be found on the Township's Community Profile:  
<https://www.southgate.ca/en/economic-development/community-profile.aspx>

## Township of Southgate Community Action Plan Goals

The Community Action Plan (CAP) is a document created to provide a strategic direction for the municipality through action items to achieve the goals outlined in the CAP report. This list outlines the 6 major goals for the Township from 2019-2023.



The community has provided the Township with information on municipal issues, projects to provide more detailed information on how their municipal tax dollars are being used to provide and deliver municipal services, to maintain the Township's infrastructure, life cycle upgrades of assets, complete capital projects, economic development, municipal planning, regulation compliance, policing, by-law enforcement and manage the municipality administratively and financially.

1. Attracting New and Supporting Existing Businesses and Farms
2. Revitalizing Downtown Dundalk
3. Promoting Health Services and Housing Choices
4. Adequate and Efficient Public Facilities
5. Upgrading our "Hard services"
6. Citizen Engagement

View the full details here: <https://www.southgate.ca/en/local-government/community-action-plan.aspx>

**In 2023, the Township will be creating a new Community Strategic plan and the Manager of Planning and Development will be involved in the process. This is an exciting opportunity to contribute to the Township's goals and objectives for the future!**

For more on the Township's strategic goals, the Official Plan contain the goals and objectives of the community and establish policies to direct the form, location, nature and rate of growth and change over a set period of years. Read about it here: <https://www.southgate.ca/en/municipal-services/southgate-official-plan.aspx>



## Job Description

### Duties & Responsibilities

Are you a planner with excellent leadership and communication skills and a vision for community? The Township of Southgate is seeking a Manager of Planning and Development to join our passionate, dynamic, and community-oriented team.

### Position Summary:

The Manager of Planning & Development will support the strategic growth of the Township through management of long-range development policies and plans, economic development initiatives and programs and development reviews. This position will direct the operation of the Southgate Planning department and Economic Development department to help the Township achieve its goals, objectives and overall mandate. Duties would include providing a full range of advisory services to developers, staff and Southgate council and act as a leader and liaison for the Township to ensure good land use planning that supports economic development across the entire municipality.

### Key Responsibilities:

Performs the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.

#### *Planning – 45%*

- Fulfills the responsibilities and the duties of Municipal Planner including performing professional work related to variety of planning assignments including commercial, industrial, agricultural and residential developments.
- Manages all aspects of the planning department including researching and reviewing development applications for completeness and compliance with the Official Plan, Zoning By-law, Provincial Policy Statement and other relevant policy in an independent and effective manner. Interpret, apply and explain complex laws, regulations, policies and zoning by-law provisions.
- Lead and guide research, review and analysis of the Southgate Official Plan and planning policies to ensure it is aligned with the vision of the Township Council and current with legislation and provincial policies.
- Work with municipal lawyer in the drafting, approval and execution of all legal agreements related to planning and development.
- Lead and guide research and prepare statistical reports on land use, physical, & social issues.

- Manage and oversee the development of transportation plans, studies and analysis, natural/water resources planning, community development, hazard mitigation and infrastructure planning.
- Provides on-going planning advisory service to Council and staff to ensure good land use planning that supports economic development across the municipality.
- Performs the statutory, assigned, delegated and transferred development review functions for the corporation, including the provision of evidence before quasi-judicial or judicial tribunals.
- Prepares planning reports and recommendations on development applications, proposed official plan amendments, zoning amendments, consents, site plans, plans of subdivisions, condominium and minor variances.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
- Maintain an inventory or knowledge base of available lands for development that are publicly or privately owned that meets the requirement of the official plan and the proper zoning requirements.
- Assists with notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled and documents retained in planning files.

### *Economic Development – 20%*

- Manage and oversee all economic development initiatives.
- Lead, guide and manage the development, monitoring and execution of initiatives that advance the Township as a place to live, work and visit.
- Lead and guide the promotion of the Township's messaging in the economic development and tourism aspects.
- Lead and guide research and initiatives that advance the Township's business attraction, retention and growth.
- Manage and oversee the support of local businesses and new commercial/industrial developments.
- Work with a variety of public agencies and other organizations on the economic development of the municipality.
- Understand municipal procedures and regulations, labour force and other economic data.
- Research initiatives and funding opportunities

### *Information / Records Management – 5%*

- Responsible for the records management function of the Corporation related to the Planning department including maintaining files and records in accordance with the Municipal Freedom of Information & Protection of Privacy Act and in accordance with legislative requirements and corporate policy.
- Responsible for ensuring the Official Plan, Zoning By-Law and required planning documents



and necessary notices are posted to the Southgate website and remain current and up to date.

- Develops department budgets with the CAO, Treasurer, and Planning Committee if appointed.

### *Human Resources – 15%*

- Responsible for the overall management of the Planning and Economic Development department staff for human resources issues according to Personnel Policies such as performance appraisals, attendance, discipline, goals, recruitment, termination, etc. with assistance from the CAO as required.
- Responsible for the Health and Safety of subordinates.

### *Other – 15%*

- Communicates with County planning staff, the Township's CAO, the Public Works Manager, the Chief Building Official, and other agencies and individuals involved in planning issues as required.
- Assumes an active role in the structure, development, process, review and continuous updating of the Municipalities Strategic Plan and its ongoing currency.
- Attending Land Use Planning and Economic Development seminars and training courses when available.
- Participates with other senior staff, in development of proposals, committees and task forces as required.
- Attends evening meetings as required.
- Performs other related duties that are assigned by the CAO or through the Council and its Committees.

## The Ideal Candidate

### Core Competencies:

University Degree in Planning or a related field. Registered Professional Planner Designation and a full member of the Canadian Institute of Planners and the Ontario Professional Planners Institute is a requirement.

Three to five years' experience in land use planning and long-range planning.

Prior experience in dealing with Council and other community stakeholders within the municipal environment.

Prior experience working in an environment where there is an ideal balance between Urban and Rural and Development.

Knowledge of federal, provincial, County, and related agency's changing bylaws as it related to municipal government.

### Additional Skills

Prior experience in economic development and prior experience managing a budget.

Strong communication and leadership skills that will help manage and lead the Planning and Economic Development departments.

Project management experience an asset.

## The Timeline

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I trust this Position Profile has enabled you to decide whether the position of a Manager of Planning and Development at the Township of Southgate 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](mailto:careers@lesp.ca) by November 6 @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.

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Thank you once again for your interest.

*Legacy Partners and the Township of Southgate 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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