



Township of South Frontenac Job Description

Title: Director of Development Services
Department: Development Services
Reports to: Chief Administrative Officer (CAO)

SUMMARY:

As a member of the Senior Management Team, reporting to the CAO, the Director is responsible for all strategy, services, policies and the effective management of the Development Services Department and its divisions: Planning Services and Building Services as well as economic development initiatives.

Working to continuously improve all aspects of Development Services to meet the ever-changing needs of the growing community while reducing barriers and enhancing customer service, the Director will provide strategic vision, leadership and expert guidance to the Township. This position will be responsible to provide leadership, direction, and oversight to the Development Services Department, fostering a culture of professionalism, collaboration, innovation, and continuous improvement.

DUTIES & RESPONSIBILITIES:

- Leads, directs and integrates the activities and functions of Development Services pertaining to Planning, Building, and Economic Development in accordance with applicable policies, legislation and by-laws, while utilizing best practices.
- As a member of Senior Management, provides input on corporate and strategic initiatives and works with team members to achieve goals and objectives of the Township.
- Promotes a high standard of customer service and a collaborative approach with the public as well as to all internal customers.
- Prepares and presents a variety of reports, correspondence, estimates, and statistics, and reviews and recommends staff reports ensuring effective liaison between departments, Council, external agencies and authorities.
- In conjunction with managers, recommends annual budgets, oversees budget adherence and prepares long range fiscal forecasts.
- Identifies, assesses and mitigates departmental risk. Coordinates with external insurers and legal counsel and other departments and agencies.
- Remains current with legislation, codes, new industry trends, best practices and associated Acts.
- Advise the CAO and Council on planning, development, and building-related risks, opportunities, and legislative changes.

- Prepares major planning and community development policies, develops long term and internal operational policies and other initiatives.
- Oversees updates to the Township Official Plan and Zoning by-law in conformity with the Provincial Planning policies and with Township strategic priorities.
- Interacts and liaises with the County of Frontenac to develop and streamline the current development process and in preparation for the assumption of delegated authority for the approval of plans of subdivision and condominium; manages the ongoing relationship with the County.
- Coordinates growth projections and supports infrastructure planning and funding applications.
- Responds to inquiries and liaises with the development community, internal departments, government agencies, ratepayers and special interest groups, and addresses issues as necessary.
- Represents the Department and acts as the primary contact person for provincial and other regulatory agencies with respect to land use and development.
- Works with managers to consult with and advise developers, contractors, members of the public, various organizations and agencies and elected officials on more complex development issues and legal matters.
- Works with staff to review, evaluate and provide technical and detailed comment while preparing recommendations related to complex development applications and other client or staff-initiated projects as needed, consistent with the municipality's long-term strategy.
- Acts as a facilitator and negotiator to provide positive outcomes to complex multi-disciplinary problems.
- Provides strategic leadership and direction to Department staff to meet the Township's long-range planning objectives and growth management strategies and ensure public consultation/participation is consistent with Council expectations and regulatory requirements.
- Provides professional advice in relation to departmental matters, hearings and tribunals and represents the municipality as needed.
- Works with the Manager of Building / Chief Building Official and the Manager of Planning to provide strategic direction, advice, and guidance on the interpretation and application of the Ontario Building Code and planning policies, ensuring consistent decision-making and the delivery of excellent, timely service to community residents and internal clients.
- Reviews and approves site plan control and consent applications as provided for under Council delegated authority.
- Initiates and oversees any economic development initiatives as identified by Council and the Senior Management team.

SUPERVISION:

- Manages departmental staff and oversees the direct supervision of the Manager of Building / Chief Building Official and Manager of Planning.
- Leads the development, planning and implementation of department goals and objectives, collective agreement administration, mentoring, training & development, Health & Safety legislation compliance, departmental recruitment, performance management and employee relations.

- Coaches and mentors direct-report managers to support their leadership, effective supervision and navigate challenges with professionalism and consistency.
- Provides direction to outside professional consultants and contractors including economic development initiatives.

QUALIFICATIONS:

- University degree in planning, building science, engineering, architecture or related discipline.
- Membership, or eligibility for membership, in a planning or development related professional association such as Ontario Professional Planners Institute (RPP), Professional Engineers Ontario (P. Eng) or Ontario Building Officials Association and a certified Chief Building Official (CBO) is a requirement.
- Strong leadership skills including 7-10 years of progressive management experience in a public sector setting, preferably related to community development/growth strategy with an understanding of rural development framework.
- Experience with corporate and strategic planning, corporate policy development and implementation including service level policies, and leadership.
- A proven track record of coordinating services across an organization with emphasis on driving excellence in customer service.
- Experience with budget development and administration as well as contract and grant management.
- Demonstrated knowledge of Ontario planning and building legislation, including the Planning Act, Building Code Act, Provincial Policy Statement, and related regulations.
- Experience overseeing building services functions is considered a strong asset.
- Experience in development reviews and processing applications, such as plans of subdivision and condominium, site plans, consents, rezonings and minor variances and other Planning-related proposals.
- Experience leading initiatives related to economic development, developing and implementing economic strategies as well as building relationships with local organizations, businesses and government partners.
- Ability to lead negotiations and meetings with high level facilitation in complex regulatory environments with many competing interests together with conflict resolution skills with the ability to problem solve and make decisions.
- Excellent oral and written communication and presentation skills, including experience in public and media relations.
- Superior interpersonal and customer service skills with the ability to establish and maintain effective working relationships with members of the public, business owners, developers, government agencies and other stakeholders.
- 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.
- Strong project management skills with proven ability to multitask and proactively manage competing priorities, with organizational skills necessary to excel in a high pressure, fast paced environment with tight deadlines.
- Advanced research, analytical and evaluation skills, with the ability to prepare professional and technical reports with a high level of accuracy and careful attention to detail.

- Proficient in Microsoft Office applications, GIS mapping applications, file management, digital communication tools and devices and other related applications.
- Valid Class "G" Driver's Licence.

Other:

- This is a full-time non-union position based on a 40-hour work week. Some flexibility throughout the year will be required.
- Compensation is in accordance with the Salary Schedule adopted by Council and amended from time to time.
- Benefits are in accordance with Township policies.
- A 12-month probationary period is required.

APPROVED:



Louise Fragnito
Chief Administrative Officer

DATE APPROVED: April 24, 2026