



**Recruitment Package for  
the Position of Manager of  
Building & Planning**



**October 2021**



## Welcome!

Dear Potential Candidates,

Thank you for expressing your interest regarding our current vacancy for the position of Manager of Building & Planning. This role is an integral part of our management team and focuses on a wide range of advisory and regulatory services that pertain enforcement of the Ontario Building Code, land use planning matters and bylaw enforcement..

The Township of Selwyn is a progressive, inclusive, and friendly workplace, where our employees aspire to provide excellent customer service through innovative and efficient services. The Township recognizes that its success depends largely on its employees. We offer competitive salaries, a comprehensive benefits plan and support and promote continuing professional development.

The Building & Planning Department functions as one department in order to create a "one stop shopping" approach to development approvals, from initial contact through planning approvals, building approvals, completion and occupancy. It is responsible for the review and administration of applications for planning and building approvals. We are searching for someone to join our team who is enthusiastic and up to the challenge of overseeing our Building & Planning Department.

I'm hopeful you will find this recruitment package useful as you consider submitting your application for this position. Please do not hesitate to contact me or our Human Resources Coordinator, Kim Berry for more information about this opportunity.

Sincerely,

***Janice Lavalley***

Janice Lavalley  
C.A.O.

Janice Lavalley, C.A.O.  
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## **Township of Selwyn Invites Applications for the Position of Manager of Building & Planning**

As a result of an upcoming retirement, the Township is seeking a **Manager of Building & Planning** who will, as part of the Management Team, be responsible for the efficient and effective operation, supervision, administration and budget of the Building & Planning Department. This position acts as the Chief Building Official and ensures compliance with all applicable Acts, Regulations and By-laws for all building construction, demolition, and conversions, as well as building and land use. This role is responsible for the provision of planning services ensuring compliance with all related acts and for managing the provision of Bylaw Enforcement services. A Recruitment Package, including a detailed job description, is available on the Township website [www.selwyntownship.ca](http://www.selwyntownship.ca).

The ideal candidate will have a post-secondary education with 5 years of related experience and hold the Certified Building Code Official (C.B.C.O.) designation. Candidates should have good knowledge of the Ontario Building Code, Fire Code, the Township's Official Plan and Zoning By-law, the Property Standards By-law and all other applicable Federal and Provincial laws as related to buildings, persons and property. Good knowledge of the Planning Act and various other legislation relating to planning and development is also required.

The individual will be expected to manage and oversee the work of others, while using initiative and good judgment in carrying out the duties of the position. The person must be flexible, adaptable and possess excellent organizational, written and verbal communication skills. A proven ability to manage several projects simultaneously is a must.

The person requires superior interpersonal and leadership skills and must act professionally with integrity, in providing service to the public and as a representative of the municipality.

The present salary range for this position is \$98,550 to \$118,269 based on a 40 hour work week.

Qualified candidates are invited to submit their application, consisting of a resume and cover letter, to the undersigned by **12 noon, Monday November 1<sup>st</sup>, 2021**.

Kim Berry, HR Coordinator  
Township of Selwyn  
Box 270  
Bridgenorth, Ontario  
K0L 1H0

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*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection. We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.*



## Job description & Key Competencies

Township of Selwyn Job Description		
Position:	Manager of Building and Planning	Page: 4 of 12
Reports To:	Chief Administrative Officer	Date: October 2021
This Job Description is : <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Rescinded		

### **Job Summary:**

As part of the Management Team, responsible for the efficient and effective operation, supervision, administration and budget of the Building/Planning Department. Acts as the Chief Building Official and ensures compliance with all applicable Acts, Regulations and By-laws for all building construction, demolition, and conversions, as well as building and land use. Responsible for the provision of planning services ensuring compliance with all related acts. Responsible for managing the provision of Bylaw Enforcement services.

### **Duties and Responsibilities:**

1. Performs the statutory duties of the Chief Building Official.
2. In accordance with statutory requirements, manages the enforcement of Provincial Statutes and regulations thereunder of the Building Code, and all other laws as they apply to buildings and structures.
3. In accordance with municipal requirements, manages the provisions of the Property Standards By-law, Zoning Bylaw and other relevant Bylaws as they apply to the use and occupancy of any building or piece of land.
4. Issues building permits and orders of compliance. Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated. Processes property, zoning, work order and survey compliance requests.
5. Responsible for the enforcement of municipal Bylaws and for managing the relevant licensing requirements, eg. Trailer Parks, Bed and Breakfast, Boarding House and Refreshment Vehicles.
6. Responsible for the delivery of planning services in accordance with the provisions of the Municipal Act, Planning Act, Municipal By-laws and all other pertinent legislation and/or regulations.
7. Provides interpretation of the official plan and zoning by-law and provincial legislation and policy relating to the planning function. Provides planning advice and recommendations to the Chief Administrative Officer and Council.
8. Assists in the preparation of, and makes recommendations in regards to, various by-laws, policies for consideration by Council.
9. Prepares reports and provides recommendations regarding the Building/Planning Department to Council for its information and discussion. Acts as a resource person to Council with respect to Building/Planning related matters.
10. Liaise with the Peterborough Humane Society, the Township's Small Animal Control service provider.



11. Acts as a Commissioner of Oaths for the swearing of affidavits relating to Township business.
12. Provides technical advice and services with respect to identified capital maintenance requirements for municipal facilities and services.
13. Works collaboratively with and provides support for the Township's Economic Development initiatives.
14. Assists in the preparation of the operational and capital budget for the Building & Planning Department. Ensures accurate administration and monitoring of related expenditures.
15. Prepares cost estimate, tender, quotation and proposal documentation as required, for consideration by Council.
16. Investigates and resolves requests and concerns from the public to ensure the necessary action is taken in a timely manner.
17. Reviews problems with staff and provides guidance, training or other assistance as may be required.
18. Ensures all revenues and invoicing information is submitted to the Accounting Assistant in an accurate and timely manner.
19. Responsible to approve purchases in accordance with the municipal purchasing policy, verify and submit all department related billings for purchases to the Accounting Assistant in an accurate and timely manner.
20. Recommends to the CAO the appointment, promotion, dismissal of subordinate employees. Recommends and implements disciplinary action affecting subordinates. Conducts regular performance evaluations and departmental review.
21. Produces and maintains any forms, records or reports as required.
22. Attends meetings as required. Represents the municipality at various functions or circumstances as required.
23. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
24. Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees under their supervision adhere to the same.

**Supervision:**

This position requires the incumbent to supervise and direct the work of the personnel assigned to the Building/Planning Department.



**Contacts:**

**Internal:** With Council and relevant Committees/Boards to perform the duties of the position.

With the Chief Administrative Officer and the Management Team for the purpose of obtaining and providing information to ensure the completion work assignments.

**External:** With various lawyers, consultants, developers, contractors, suppliers and Municipal/Provincial agencies to provide and obtain information.

With the media.

With the general public to provide information, ensuring polite and tactful relations.

**Working Conditions:**

Exposure to normal office environment. Occasionally exposed to hazards during site inspections.

Regularly required to attend meetings outside of normal office hours. Work is subject to many legislated unyielding deadlines.

**Job Knowledge and Experience:**

Post secondary education in a related field and five years experience. Certified Building Code Official (C.B.C.O.) designation required.

Good knowledge of the Ontario Building Code, Fire Code, Official Plan and Zoning By-law, the Property Standards By-law and all other applicable Federal and Provincial laws as related to buildings, persons and property.

Good knowledge of the Planning Act and various other legislation relating to planning and development.

Requires a valid class “G” driver’s licence.

Must have good knowledge of personal computers.

**Key Competencies:**

- Adaptability/Flexibility
- Communication
- Customer Focus
- Decision Making
- Integrity/Honesty
- Job Knowledge
- Organization and Planning



## About the Township of Selwyn

### Highlights:

- The Township of Selwyn is situated centrally in the County of Peterborough, and is bordered by the City of Peterborough in the southeast.
- The Township of Selwyn is the most populated municipality in the County of Peterborough, with an approximate population of 17,500.
- The Township of Selwyn has close to one third of all the households' in the County of Peterborough and approximately 34% of the workforce.
- Selwyn's Building & Planning department is an active and exciting hub of activity! In 2019, 475 building permits were issued and 1,878 inspections were conducted by the Building Department and the Township saw \$40,822,000 in approx. total building construction value! The extension of Highway 407 to Highway 115 is expected to generate significant development activity in the Peterborough Region.
- The dominant industry in the Township of Selwyn is retail and other services including tourism. The home-based business sector is growing.
- The Village of Lakefield and the Woodland Acres Subdivision are serviced by full municipal water and sewer systems. The water and sewer system is in the initial stages of a planned expansion, which would service the Lakefield Secondary Plan Area.
- High-speed internet is available throughout the majority of the Township.

### Our Township – A wonderful place to live, raise a family, work and visit...

Centrally located in the County of Peterborough, one hour north of the Greater Toronto Area, our community is surrounded by water on three sides and borders the City of Peterborough and the City of Kawartha Lakes.

The Township of Selwyn boasts many local attractions and events that enhance the quality of life for residents and tourists alike.

Whether you are visiting the area to enjoy our many attractions, festivals and special events, our beautiful lakes and rivers, beaches and parks, or the hospitality of our local people and businesses, you'll find that Selwyn has so much to offer!

#### Prosperous

A lively, vibrant community, the Township of Selwyn ranks outstandingly high on the quality of life scale. With a broad economic base that includes technology, information services, healthcare, education, retail, finance, and agriculture, its home to one of the County of Peterborough's most stable economies. The Township literally hums with activity, and is known for being clean, safe, friendly, and not particularly stressful. In short, it's easy to live, work and play here.

#### Safe & Family-Friendly

There are tangible reasons why the Township of Selwyn is considered a wonderful place to raise a family. The County of Peterborough boasts an overall low crime rate. The air and water are clean, housing is plentiful and affordable, and schools and medical facilities are outstanding. But there are other reasons - not so measurable but just as important: a sense of community, a focus on families, solid values, and a genuine concern for others - all of which you'll find here in abundance.



## Exceptional Education Opportunities

With some of the best schools and research facilities in the province, this is where we really shine. The area is a regional center for learning and is home to two post secondary institutions, Fleming College and Trent University. Further, world renowned research facilities are also situated in the area, namely, SGS Lakefield Research Limited and the Greater Peterborough Innovation Cluster. Further, high quality elementary and secondary education is a priority.

## Entertainment - Alive and Thriving

The Township is home to a number of golf courses, elegant and rustic restaurants, luxurious hotels and resorts, bed and breakfasts, distinctive boutiques, cafes and galleries. It's all here - dazzling culinary adventures, arts and entertainment. The Township offers entertainment and recreation which caters to all ages - students, young professionals, families and retirees. The Township has a variety of options for enjoying culture, a night out on the town or a fun-filled day of sports and recreation.

## Outdoor Recreation

And don't forget the great outdoors - the Township has a number of public parks, beach areas and recreational trails. Further, the Township is home to softball, baseball, tennis, speed skating and cross-country skiing facilities.

At any location in the Township you are just minutes away from one of the Kawartha Lakes. Many Township residents have lake homes and cottages that serve as a peaceful getaway on a hot summer weekend. Fishing, boating and water sports are popular activities, as is putting your feet up and watching the spectacular sunset.

## Our Communities

The Township of Selwyn was created by virtue of two amalgamations and one name change. The Township of Smith and the Township of Ennismore amalgamated on January 1st, 1998. The Township of Smith-Ennismore then amalgamated with the Village of Lakefield on January 1st, 2001. The Township changed its name to the Township of Selwyn in 2013.

Township residents have come together as a combined municipality under one name but still remain connected to their historical Township Ward: Ennismore, Lakefield and Smith.

## Bridgenorth

The Hamlet of Bridgenorth is a small residential community situated on beautiful Chemong Lake amid a largely rural landscape. Bridgenorth offers a centralized destination for shopping and services, and meets the daily needs of residents and tourists. Bridgenorth has lands suitable for a variety of commercial development.







## Ennismore

The Hamlet of Ennismore is historically picturesque with the post office, general store, and community church centrally located as in the days of old. Ennismore is centered in a mainly rural area, and provides a focal point for community recreational and social events including hard and softball diamonds, soccer pitches, tennis and basketball courts, ice and curling rinks and reception facilities. Chemong Lake, Buckhorn Lake and Pigeon Lake border the Ennismore ward.



## Lakefield

The Village of Lakefield is a small urban community of approximately 2,500 people located on the Otonabee River, part of the historic Trent Severn Waterway system. Lakefield is primarily a residential community with historic homes and heritage sites carefully combined with modern residential areas. Lakefield offers many of the amenities of "big city" life in a quaint, small town setting.

## Young's Point

The Village of Young's Point is the home of Lock 27 on the Trent-Severn Waterway network. The lock has a lift of seven feet and was built in the early 1870s. To the south you can travel through Katchewanooka Lake towards Lakefield and onto Peterborough, and to the north you can travel through Clear Lake and on to Stoney Lake, Buckhorn and Pigeon Lakes and beyond. Young's Point is key destination for thousands of cottagers in search of great shopping, restaurants, and marinas. Young's Point is also a favourite spot for nearby residents to fish, swim and picnic.



## Buckhorn

The Town of Buckhorn lies on the boundary line between the Municipality of Trent Lakes and the Township of Selwyn, with the majority of the area in Trent Lakes. The area is rich in culture with its many art galleries, antique stores, cultural events and attractions.





## The Township of Selwyn's Corporate Strategic Plan

### Vision Statement

A Vision Statement describes a compelling, conceptual image of the desired future for the Township of Selwyn as a whole.

**A progressive, sustainable community.**

### Mission Statement

A Mission Statement identifies the purpose of the Corporation of the Township of Selwyn and how it will deliver on the vision statement.

**Leader in providing innovative and effective municipal services.**

### Values

Values are the principles that govern the behaviour of the Corporation of the Township of Selwyn, its officials, and staff.

**Integrity**

**Trust and Respect**

**Environmentally-Responsible**

**Professionalism and Accountability**

**Inclusivity**

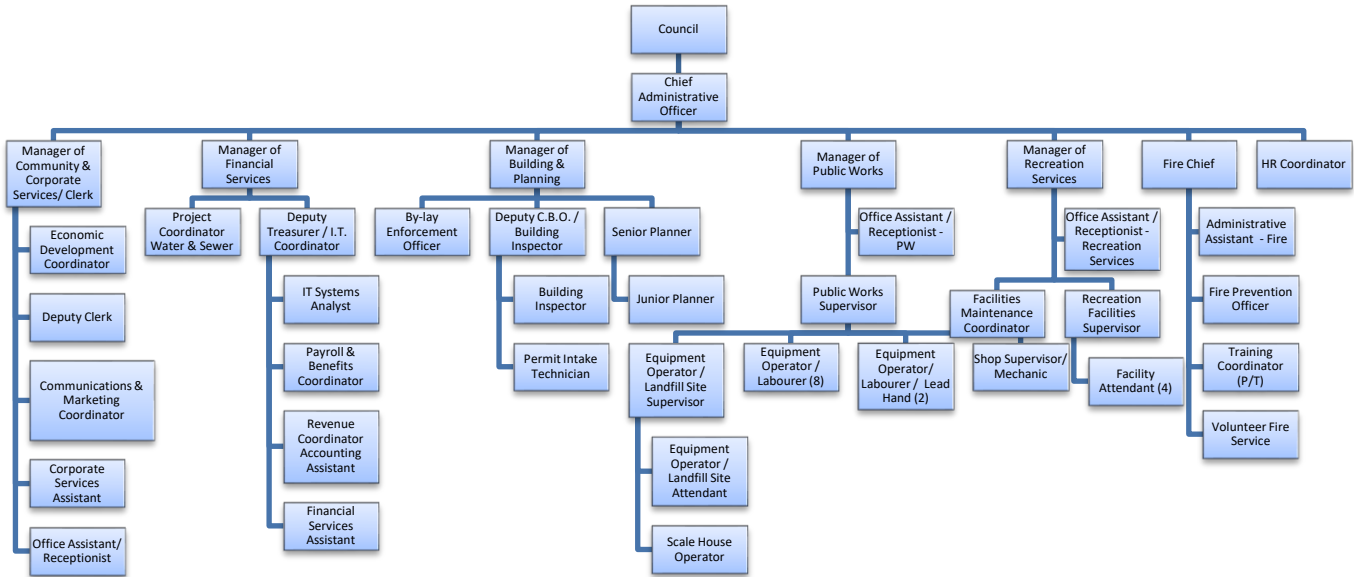
### Goals

Goals identify broad areas where the Corporation needs to focus in order to achieve the vision and implement the mission. Goals are clarified by the initiatives associated with it. The following Goals have been developed:

- 1. Foster a healthy, engaged and connected community**
- 2. Achieve excellence in governance and service delivery**
- 3. Support a sustainable, balanced and investment-ready community**
- 4. Cultivate partnerships and promote collaboration**



## Organizational Structure





## The Benefits of Working with the Township of Selwyn

There are many benefits to joining our team!

- Competitive annual salaries
- Comprehensive benefits plan including:
  - Life Insurance
  - Long Term Disability coverage
  - Short Term Disability coverage
  - Accidental Death & Dismemberment coverage
  - Dental benefits
  - Health benefits (including but not limited to):
    - Drug Plan
    - Semi-private accommodation in hospital
    - Audio, Medical Items
    - Professional Services
    - Vision
    - Travel benefits
- OMERS Pension Plan
- Healthy Lifestyle Benefit
- Professional development and training opportunities
- Focus on employee Work/Life Balance and social events for staff

We've asked the employees: "What in your opinion makes the Township of Selwyn a great place to work?"

The Top Responses included:

- ⇒ Benefits / Pension Plan
- ⇒ Staff / Co-workers
- ⇒ Work Environment / Atmosphere
- ⇒ Wages/Pay
- ⇒ Management Team / Open Door Culture
- ⇒ Training Opportunities
- ⇒ Flexible Hours/ Work Life Balance