

### **The Township**

The Township of Lake of Bays is in the northeast corner of Ontario's "Cottage Country", adjacent to world renowned Algonquin Park. Lake of Bays, being a part of Muskoka has traditionally been one of Ontario's premier destinations for family vacations and summer cottages. The Township encompasses four unique and inviting communities of Baysville, Dorset, Dwight, and Hillside.

### **Opportunity**

Reporting to the Chief Administrative Officer, the Director of Planning Services oversees the delivery of Planning Services and related activities of the Municipality. These activities include but are not limited to Planning Services team leadership and the coordination of all land-use planning matters and planning and development activities including policy formulation and implementation, development, and land-use regulations.

### **Position Responsibilities**

- Ensure compliance with relevant legislation requirements.
- Provide leadership and day-to-day supervision of direct reports in the Planning Services Department.
- Directs the Township's Official Plan Review, zoning bylaw, community planning permits (when in effect), processes including formulating long-range planning objectives and strategies, identifying, and overseeing the review of special study areas, facilitating, and ensuring public consultation/participation on same, and reviewing and/or preparing associated reports and recommendations to Council.
- Develops and facilitates implementation of annual departmental goals and objectives that are aligned with Council's direction and the strategic plan as well as annual operating budgets.

### **Skills and Qualifications**

- A University degree in Planning or equivalent is required.
- Full membership in the Canadian Institute of Planners (CIP) and Ontario Professional Planners Institute (OPPI), accompanied by the Registered Professional Planners (RPP) designation.
- Proven work experience (2–3 years) of practical and demonstrated relevant experience, including significant leadership experience in municipal government.

**For a comprehensive list of responsibilities and requirements please review the job description by clicking [here](#).**

Salary: \$101,305 - \$118,512 plus a comprehensive benefit package  
Closing Date: Friday, November 26<sup>th</sup>, 2021

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays  
Nicole Tye, Human Resources Department  
1012 Dwight Beach Rd.  
Dwight, ON P0A 1H0  
email: [NTyeHR@lakeofbays.on.ca](mailto:NTyeHR@lakeofbays.on.ca)  
Fax: 705-635-2132

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for the purpose of job selection. We thank all applicants; however only those selected for an interview will be contacted.