

King is Hiring
Project Manager – Policy Planning

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Policy Planning, the Project Manager – Policy Planning is responsible for the following:

- Oversees the review and approval of long-range planning documents congruent with Township strategic directions and provincial planning legislation and policies.
- As required, directs, oversees, coordinates and administers the activities of consultants working for the Township on municipal planning projects.
- Responsible for developing, supporting, and implementing policy planning projects for the Township.
- Oversees all aspects and stages of policy planning projects, including the procurement process, initiation, planning, executing, monitoring and controlling, and closing. Identifies and defines key project priorities, action items, viable options and possible solutions. Monitors project schedules and budgets.
- Assists in continuously improving the Township's policy planning standards and best practices.
- Prepares and manages requests for proposals, request for quotes, and terms of reference which outline the expected project scope, goals and objectives, schedule and deliverables for professional planning services.
- Acts as the Township's representative in engaging with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to Township-initiated municipal projects, including resolving issues, and obtaining necessary approvals, as required.
- Performs field visits, site inspections and attends site meetings with the public, consultants, agencies, and subject matter experts, to make observations, determine opportunities and constraints, and that inform policy project outcomes.
- Chairs and prepares minutes of meetings, as required, on all Township initiated policy projects.
- Ensures studies and consultation services are undertaken in accordance with Township standards and specifications.
- Utilizes computer applications for the purposes of policy planning review, project management, report preparation, public meeting presentations, data collection/analysis, website updates and email correspondence.
- Prepares and delivers presentations at Public Information Centers (PICs), Public Open Houses, and Statutory Public Meetings, and responds to Council, public, and agency comments and concerns.
- Prepares and delivers presentations and provides guidance to Council on policy planning projects and topics such as, municipal growth issues, demographics projections, statistical analysis, long-range land use planning, new or pending legislation and regulatory guidelines, development charges, and environmental/sustainability initiatives.
- Undertakes research and analysis to support policy planning projects and deliverables.
- Critically reviews, analyzes, and evaluates project deliverables as a subject matter expert and ensures that the quality of the deliverables meet the Township's expectations and standards.
- Prepares public notices and supporting information for public consultation.
- Oversees the department and agency circulation of policy planning projects and responds to comments received in response.
- Provides interpretations of the policies of the Official Plan, provisions of the Zoning By-law and general regulations regarding planning within the Township.
- Provides expert planning testimony and independent Professional Planning Opinion in legal proceedings

with the Ontario Land Tribunal (OLT). Works directly with the Township Solicitor/Lawyer in the formulation of evidence and testimony and the overall project management for these hearings together with the Township Solicitor/Lawyer, and dealings with other lawyers/legal representatives, and the OLT.

- Works with legal counsel to prepare for legal proceedings, cross-examination, scope appeals, and engage in mediation and settlement discussions on behalf of the Township to facilitate resolutions.
- Identifies, reviews, interprets, and communicates external planning policy changes and trends, and potential implications to the Township.
- Actively participates in working group meetings, workshops, and training sessions.
- Reviews, critically analyzes, and comments on Township initiatives lead by other departments, including master plans for water and wastewater, transportation and active transportation, and parks.
- Provides customer service to the public, as well as to all internal customers.
- Provides planning information and advice to the public on the phone or in person, responding to inquiries and concerns, explaining processes.
- Provides back-up support to the Township's development Planners.
- Participates in continuous professional learning opportunities.
- As required, may give direction to summer or co-op students, if employed.
- Provides guidance and mentoring to junior staff, and assists with training, as required
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Must have a university Degree in Planning or equivalent from a Canadian Institute of Planning (CIP) accredited planning program, a Master's Degree is preferred.
- Hold a Registered Professional Planner (R.P.P.) designation in good standing.
- Minimum of seven (7) years of municipal planning experience, including a minimum of three (3) years of project management and administration experience.
- Strong knowledge of the municipal planning process and the *Planning Act*, Provincial Planning and Policy Statements, Oak Ridges Moraine Conservation Plan, Greenbelt Plan, Growth Plan and *Municipal Act*.
- Qualified as an Expert in Planning to provide independent professional opinion before the Ontario Land Tribunal.
- Working knowledge of the *Occupational Health & Safety Act*, provincial statutes and other regulations that are in accordance with job responsibilities is required.
- Excellent verbal and written communication skills are required together with excellent organizational skills, analytical and project management skills.
- Knowledge of project management norms and practices.
- Computer applications experience with MS Office (Word, Outlook, Excel, Project, Teams, Access, and Power Point), Laserfiche, CRM, and ArcGIS

Conditions of Employment:

- Works involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Must be able to work with minimal supervision.
- Must be able to deal effectively with elected officials, all levels of staff, external agencies, the development community, and the public.
- Ability to understand confidentiality and conflicts of interest.
- Availability to work outside of normal business hours (weekends and after hours) is required.
- Access to a vehicle may be required occasionally.
- Must be legally authorized to work in Canada.



Salary Range: \$98,025 - \$108,945 per annum (2025 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on June 5, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.