



Director, Planning & Building Services

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

Newmarket is the recipient of a Google etown award, has been voted the best Main Street in Canada, and the town has been recognized as one of the world's 21 most intelligent communities. Recently, Newmarket ranked 14th in "100 Happiest Cities in Canada," and for two year's running won Municipality of the Year by Festivals & Events Ontario.

Newmarket offers and values flexibility to support work/life balance and wellbeing, including flexible hours, compressed workweeks, and hybrid work. As we move forward, Newmarket is committed to evolving and trying new innovative approaches, all while creating an environment for extraordinary public service in a welcoming and inclusive community.

About the Opportunity

The Town of Newmarket is seeking an innovative and strategic leader to assume the role of Director, Planning and Building Services. Reporting to the Commissioner, Development & Infrastructure Services, this position is responsible for the strategic leadership, planning, and delivery of activities within the Planning and Building Services Department. Key responsibilities include the development of long-range strategies and planning policies to guide the growth and development of the municipality, fostering a vibrant, sustainable, and well-designed community. This opportunity offers a chance to contribute to one of Ontario's most progressive and forward-thinking municipalities.

Key Opportunities

- Provide strategic leadership in the formulation and implementation of planning policies, long-term strategies, and departmental business plans.
- Direct the processing of development applications including Official Plan amendments, zoning bylaw amendments, site plans, and subdivisions.
- Oversee the administration and enforcement of the Ontario Building Code and zoning bylaws.
- Lead and manage a multi-disciplinary team across several business units within the Planning and Building Services Department.
- Offer strategic advice and recommendations to Town Council, senior leadership, and other stakeholders on complex planning and development matters.
- Collaborate with developers, builders, government agencies, and the public to facilitate sustainable growth and development initiatives.

- Prepare and manage departmental budgets, ensuring financial accountability and alignment with corporate priorities.
- Champion initiatives that support a healthy and safe workplace, exceptional customer service, and innovation in service delivery.
- Represent the Town in consultations with external agencies and stakeholders, acting as the senior planning official on planning-related matters.

Candidate Profile

The ideal candidate is a strategic thinker with strong leadership capabilities and extensive experience thriving in fast-paced, multi-faceted environments. Bringing a customer-centric, collaborative, and solution-oriented approach, the candidate demonstrates significant expertise in municipal planning and building services, with a proven ability to navigate complex development challenges while balancing growth management with environmental stewardship and community interests. As a skilled communicator, the candidate is adept at engaging with Council, senior leadership, developers, government agencies, and the broader community. With a high degree of political acuity, resilience under pressure, and a commitment to continuous improvement, the candidate fosters a leadership style that promotes teamwork, innovation, and excellence, grounded in a strong dedication to public service and municipal best practices.

Qualifications

- Post-secondary degree in urban planning, environmental studies or related discipline.
- Holds designation as a Registered Professional Planner (RPP) and is a full member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).
- Class “G” Driver’s License in good standing and reliable vehicle for use on corporate business.
- Due to the responsibilities of this position a Police Information Check satisfactory to the Town is required. Professional designations that include a Police Information Check will be considered.

Salary: \$160,580 - \$200,725/annually

To apply for this executive role, submit your application to **Phelps** by clicking: <https://rb.gy/92y2ul>

Application deadline: Friday May 23rd, 2025



The Town of Newmarket commits to nurturing and embracing diversity in creating an environment for extraordinary public service. The Town promotes equity, accessibility, and inclusion through our thoughts and actions in support of our growing community.