



# Staff Report

## Administration – Chief Administrative Officer

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**Report To:** COW- Admin, Corp and Finance, SI, Comm. Services  
**Meeting Date:** April 7, 2025  
**Report Number:** ADM.25.012  
**Title:** Growth Management Specialist Position  
**Prepared by:** Adam Smith, Acting Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report ADM.25.012, entitled “Growth Management Specialist Position”;

AND THAT Council approve the Growth Management Specialist position to be funded in 2025 through the Working Capital Reserve.

### B. Overview

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At the March 10, 2025 Council meeting, direction was provided to prepare a staff report related to the Growth Management Specialist. This report serves to satisfy this direction by outlining the key duties and responsibilities of the position and if supported by Council, the proposed funding for the role in 2025.

### C. Background

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Through KPMG’s 2024 Corporate Structure Review Report, a Growth Management Specialist position was identified to support economic development services and the affordable housing portfolio. While initially considered during the formulation of the 2025 Budget, the position was shifted to 2026 recognizing fiscal pressures and capacity to scope out the role. However, the need for resourcing to support the affordable housing portfolio has accentuated since the conclusion of the Corporate Structure Review. Both the Campus of Care at 125 Peel Street and The Blue Mountains Attainable Housing Corporation initiative at 171 King Street are no longer being pursued, leaving uncertainty as to short-term projects that can address the gaps identified in the 2023 Housing Needs Assessment.

In response, staff presented the Town’s 2025 – 2026 Housing Action Plan through [Staff Report PBS.25.014](#) that entailed actions within the realm of policy, financial incentives, development review, advocacy and communications to diversify the Town’s housing stock with more affordable options. Council approved the Plan on March 10, 2025 and in turn added the following to the resolution:

*AND THAT Council direct staff to provide a staff report to a future Committee of the Whole meeting, for Council consideration, regarding a Growth Management Specialist position with costs reflecting a start-date of July 2025, including the source for funding in 2025 to be separate of the tax levy.*

## **D. Analysis**

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If approved, the Growth Management Position will initially report to the Chief Administrative Officer (CAO), recognizing the CAO's previous role in facilitating affordable housing opportunities in the community. Over the long-term, the position will move to Planning and Building Services (PBS) and report to the Director of PBS. This is the vision set forth in the Corporate Structure Review given the interdependencies between affordable housing, economic development and land-use planning.

While a job description will be finalized in consultation with Human Resources, provided below is a summary of the duties and the priorities of the position:

- Lead the review and implementation of the Community Improvement Plan program with a lens to incentives that can maximize impact on affordable housing in the community.
- Research leading practices related to municipal strategy development on municipal affordable housing and ensuring the Town maintains accurate data related to housing gaps and growth projections.
- Conduct policy planning projects, including but not limited to growth management strategies, environmental assessments to support growth-related infrastructure and necessary background studies to inform the Town's Official Plan.
- Engage with relevant stakeholders to inform strategies regarding growth and affordable housing, including developers, non-profits, regional municipalities and community groups.
- Support the delivery of priorities contained within the Town's Housing Action Plan and bring forward necessary updates to Council and monitor progress.
- Act as the 'conciierge' for affordable housing projects in Planning and Building Services, ensuring that practices and policies are not barriers to priority projects becoming 'shovel-ready'.
- Identify opportunities to advocate for legislative change at the provincial and federal levels of government and support the CAO and Council in these efforts.
- Exploring and developing partnerships with other levels of government, developers and non-profit organizations to address affordable housing gaps.

- Sit as a member of the Town’s Interdepartmental Review Committee and provide input on development review through the lens of growth management and affordable housing.
- Consult with relevant departments embarking on land-use planning and servicing projects such as a Community Planning Permit System and Integrated Infrastructure Master Plan.
- Identify funding opportunities to allocate sufficient resources to incentivize new affordable housing projects in the community.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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N/A

## **G. Financial Impacts**

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In 2025, the Growth Management Specialist position has an estimated financial impact of approximately \$65,000. This amount is proposed to be taken from the Working Capital Reserve, which currently stands at \$1.7 million. In 2026 and beyond, the position is anticipated to carry an annual cost of \$130,000. Given the position will be a full-time permanent position, the 2026 budget will need to consider funding sources beyond reserves.

## **H. In Consultation With**

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Monica Quinlan, Director of Corporate and Financial Services

Sarah Traynor, Manager of Human Resources

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Adam Smith, Acting Chief Administrative Officer [cao@thebluemountains.ca](mailto:cao@thebluemountains.ca).

## **J. Attached**

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1. N/A

Respectfully submitted,

Adam Smith  
Acting Chief Administrative Officer

For more information, please contact:  
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