



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Planning Manager

### *Job Description*

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**TITLE OF IMMEDIATE SUPERVISOR:** General Manager of Development Services

**TITLE OF IMMEDIATE SUBORDINATES:** Senior Project Planner, Planner 2, Planner 1s, Planning Assistant, Development Services Administrative Assistant

**DEPARTMENT:** Development Services

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#### **SUMMARY OF POSITION:**

Reporting to the General Manager of Development Services, the Planning Manager is responsible for the provision of Planning Services to electoral areas of the Regional District of Central Kootenay (RDCK). As part of their duties, the Manager supervises the Planning team; sets priorities and objectives, determines planning projects; liaises with elected officials and represents the RDCK at meetings and public hearings. The Manager is responsible for setting annual work plans and developing policy and procedures to promote efficient and effective processing of planning applications; review and implementation of major bylaws and development of community plans.

As a manager, this role will support the development and success of planning staff and be responsible for the preparation and monitoring of Planning service budgets. The Planning Manager regularly provides reports and makes recommendations relating to Planning applications, bylaws and services to Directors on various Committees.

#### **RESPONSIBILITIES:**

As the leader of the Planning Services team, the Planning Manager responsibilities include, but are not limited to:

1. Directs the Official Community Plan process for electoral areas of the RDCK, including project initiation, land-use strategy development, policy preparation, public engagement, external agency consultation and reporting to the RDCK Board and its committees.
2. Leads the coordination with planning team to prepare and maintain zoning bylaws to implement official community plans and to ensure consistency.
3. Under the guidance of the General Manager of development services, directs and completes project-based work, including all aspects of project preparation and implementation.
4. Oversees procurement of contracted services for planning projects.
5. Provide guidance on grant preparation to facilitate planning initiatives as directed
6. Provides leadership and mentoring to planning team members to promote development and ability to meet planning services goals and objectives. Directs and coordinates staff activities to meet time demands.
7. Establishes the Planning team annual work plan. Directs the activities of technical and administrative personnel to promote service excellence and effective, efficient achievement of projects and initiatives.



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8. Works collaboratively with internal stakeholders to reach common goals, including consultation in the development and review of OCPs and other guiding documents.
9. Chairs public hearings and coordinates legislated notification processes or delegates to planning team members as required.
10. Directs the processing of rezoning and official community plan amendments ensuring compliance to bylaws and legislation.
11. Oversees preparation, review and registration of legal documents including covenants and other land use agreements.
12. Liaises and consults with various government agencies, First Nations and stakeholders to ensure the effectiveness of bylaws and OCPs as they relate to regional growth and sustainable development.
13. Develops, implements and administers policies and procedures respecting the operation of the planning department.
14. Prepares and tracks annual and monthly departmental budget and ensures adequate staffing and resources to implement annual work plans and Board priorities.
15. Recommends amendments to RDCK Bylaws, ensuring consolidation following approval of amendments.
16. Stays up to date and actively ensures compliance with relevant Acts, Regulations, Bylaws, Permits, Guidelines, Operational Certifications and Contracts as relevant to the operation and maintenance of Resource Recovery facilities.
17. Prepares and delivers presentations for the community and stakeholder groups and responds to media enquiries relating to Planning services as required.
18. Performs other related tasks or duties as required.

### **REQUIRED QUALIFICATIONS**

- Successful completion of an undergraduate degree in land use planning or a related field
- Seven years experience in the field of planning preferably in a regional district, municipal environment; or seven years consulting experience with local government at a senior level;
- Two years experience in supervision of technical staff;
- Registered Planning Professional designation, or eligibility to attain. Valid BC Drivers License and a satisfactory Drivers Abstract;
- Satisfactory Criminal Record.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Significant knowledge of principles and practices of rural land use planning and development in British Columbia;
- Significant knowledge of local government bylaws, procedures and jurisdictions and applicable provincial legislation for planning including the Community Charter, Local Government Act, Land Title Act and Strata Property Act;
- Ability to utilize data and GIS systems and knowledge to further planning projects and inform land use bylaws;



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- Previous experience using Prospero module – Tempest Software;
- Ability to Understand and apply bylaws, regulations, agreements and procedures applicable to departmental responsibilities;
- Remain up to date in terms of personal knowledge respecting planning techniques;
- Proficient at procurement, contract management and grant writing.
- Organize, supervise, and motivate the work of planning team;
- Solve problems, resolve issues and seek alternative solutions to potential and real problem situations;
- Demonstrate a collaborative and open leadership style;
- Communicate effectively both verbally and in writing;
- Establish and maintain courteous and tactful, diplomatic working relationships with other employees, the general public, and Regional Board Members; and
- Write professional reports, including proficiency in the use grammar, spelling and punctuation.
- Principles and practices of project management.
- Excellent organizational skills.
- Strong interpersonal skills to develop effective working relationships with planning team.
- Proficient computer skills using MS Office and GIS.

### **ACCEPTANCE**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name

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Employee Signature

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Date

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Employer Representative Name

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Employer Representative Signature

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Date