



Manager of Planning Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Chief Administrative Officer, the Manager of Planning is responsible for overseeing the planning and development functions for the City of Duncan, which requires a considerable degree of independence and sound professional judgement. The incumbent will supervise and work alongside two employees that cover both long-range and short-range planning as well as bylaw enforcement activities pertaining to land use. The Manager of Planning requires specialized knowledge and skills in processing of development permit applications and rezoning applications, conducting public engagement, and administering the Official Community Plan, neighbourhood plans and other City plans, bylaws, policies, programs, and projects.

The Manager of Planning acts as an advisor on planning and sustainability policies, objectives and requirements, and development issues. This position will involve attendance and presentations at Council, Committee, and Public Hearings/meetings to provide advice, reports, information, and explain policies and procedures relative to projects, and may involve projects requiring in-depth research and major policy recommendations.

DUTIES AND RESPONSIBILITIES:

- Research, policy development, community engagement, and regulatory implementation in support of effective and sustainable long-range land use planning.
- Undertakes detailed technical and plan reviews as a part of development applications, including Rezoning, Development Permit, Sign Permit, Development Variance Permit, Board of Variance, and Subdivision Applications, to ensure that development conforms with the City's objectives and bylaws; prepares applicable reports with recommendations to the CAO, Council, Advisory Design Panel, and other committees or boards when required.
- Develops, reviews, maintains, updates and appropriately implements various development services bylaws and plans including: Official Community Plan, Zoning Bylaw, Development Approvals Procedure Bylaw, Sign Bylaw, Floodplain Designation Bylaw.
- Conducts on-site inspections for development approvals and requirements, and other items as required.
- Ensures cooperative and effective working relationships with other department managers, consultants, contractors, builders, developers, businesses, utility companies, federal, provincial, local government agencies, and the public.

- Completes or assists with the preparation of grant applications for projects related to planning or other areas.
- Reviews business licence applications for compliance with land use bylaws.
- Coordinates public hearings, including preparation of advertisements and notices as required by applicable statutes, regulations, or bylaws.
- Acts as staff liaison for Council Committees, including the Environment and Sustainability Committee, Official Community Plan Advisory Committee, and Advisory Design Panel.

NECESSARY QUALIFICATIONS, SKILLS, & TECHNICAL KNOWLEDGE:

- Ability to strategically coordinate and supervise a small work force of technical staff/contractors.
- Ability to formulate and maintain budget processes.
- Understanding of labour management techniques and contract administration.
- Ability to exercise sound judgement and represent the Planning Department in meetings and dealings with surrounding local governments, First Nations, the Province, City and external committees, and other groups.
- Ability to develop and prepare policy proposals, define problem areas, determine research methods, analyze, and evaluate data, and prepare comprehensive reports.
- Knowledge of land development processes, techniques, servicing, construction practices, urban design principles, market conditions, and financing strategies.
- Ability to perform all duties under minimal supervision when necessary.

EDUCATION & EXPERIENCE:

- A Master's degree in land use planning.
- A minimum of five years of management related experience in local government land use planning and development control, with preference given to BC experience.
- Membership or eligibility for membership in the Canadian Institute of Planners and Planning Institute of BC.
- A strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision.
- A valid B.C. Drivers Licence.