

Job Description

General Manager of Planning Services

Department	Planning
Reports To	Chief Administrative Officer
Job Description Approval Date	May 22, 2013
Job Description Updated	February 10, 2026
Job Description Approved By	Al Radke

POSITION SUMMARY:

The General Manager of Planning Services position is not included in the qathet Regional District bylaw to provide for the appointment of officers. Nor is the position assigned any responsibility of corporate administration in accordance with any statutory requirements of the *Local Government Act*. The General Manager of Planning Services is responsible for all of the Regional District's planning as described in Parts 13 and 14 of the *Local Government Act* and any changes or amendments thereto from time to time. The General Manager of Planning Services is responsible and accountable for the management, organization and operation of the day-to-day administration and short- and long-term planning for the Planning department. The position serves as a member of the management team; acts as a key advisor to the CAO, management team and the Board on various planning and development matters; manages planning department staff and ensures provision of services in compliance with the Regional District's bylaws, policies, statutory requirements and the collective agreement.

KEY DUTIES AND RESPONSIBILITIES:

1. Provides advice through the CAO to the Planning Committee and the Regional Board as well as any other standing or ad hoc committees as designated relating to the functional responsibility of the department.
2. Initiates actions required by the Planning Committee, Regional Board or the CAO and coordinates and monitors assigned tasks emerging from meetings. Such actions may include but not be limited to special projects or undertaking research and analysis.
3. Participates in the development of Board policies based on their objectives, strategic direction and public consultation.
4. Serves as a key member of the management team in developing the strategic plan and multi-year corporate plans, identifying strategies for realizing key business plan objectives, and resolving critical issues of a cross-organizational nature. As a management

team member, provides leadership and ensures the effective implementation of the strategic direction, efficient allocation of resources and a commitment to improvement.

5. Provides leadership of planning services functions through developing and recommending to the CAO a clear statement of mandate, vision, goals and priorities based on strategic priorities of the Board and CAO.
6. Represents the Regional District's planning interests in inter-governmental planning initiatives, and monitors and assesses the impact of complex external planning initiatives on Regional District planning.
7. Administers referrals from provincial agencies.
8. Oversees and reviews subdivision applications for compliance with Regional District bylaws and policies prior to provincial approval.
9. Administers select land lease renewals, legal easements, covenants and other land matters.
10. Prepares reports and a variety of correspondence and communications for internal and external dissemination.
11. Oversees the public consultation process when required, including advertising for public meetings, secretarial duties and ensuring the preparation of affiliated documentation such as summaries, minutes or reports.
12. Prepares or directs background materials and delivers presentations at public meetings or hearings on matters related to planning and statutory requirements.
13. Prepares or oversees the formulation of regulatory bylaws as the need arises reflecting the policies of the Regional Board.
14. Prepares planning policies consistent with Board goals and objectives under the guidance of the CAO.
15. Researches, compiles, and analyzes data on demographic, economic, legal, political, cultural, sociological, physical and other factors affecting planning.
16. Monitors changes and developments regarding planning in local government legislation, governance and policy, and incorporates these into Regional District processes and practices.
17. Responds to public enquiries and complaints and discusses within the context of planning to educate the public about the purpose, function, and operations of planning as well as related resources including but not limited to Official Community Plans, permitting, etc..

18. Develops and maintains planning department data bases.
19. Maintains and enhances the Regional District's profile by fostering effective relationships with the Board, Committee and Commission members, government agencies, other local governments, professional organizations and the community.
20. Supervises monitors and directs consultants and contract employees working on Regional District initiatives.
21. Reviews and administers the issuance of permits and ensures legal requirements are satisfied.
22. Enforces compliance of regulatory bylaw infractions or transgressions on a complaint-by-complaint basis.
23. Prepares annual budget for the planning department and approves expenditures within defined limits and monitors expenditures in accordance with generally accepted fiscal management practices and recommends budget revisions.
24. Attends meetings and provides input on request. Prepares reports, briefs, plans and background documentation as required for Board consideration or approval.
25. Hires staff; provides leadership and direction in the performance of duties, fosters excellent performance through the provision of training, counselling, coaching, mentoring and career development and conducts performance evaluations.
26. Undertakes special projects as directed by the CAO or the Board.
27. May be required to act in the role of or as a back-up to other members of the management team.

EDUCATION AND EXPERIENCE:

1. Master's degree in planning or related discipline with five (5) years' directly related experience in local government planning, **OR**

Bachelor's degree in planning or a related discipline, or an equivalent combination of education and experience, and at least ten (10) years of progressively responsible experience in local government planning.
2. Two (2) years' experience in successfully supervising staff, preferably professional/technical and support staff in planning.
3. Membership in the Canadian Institute of Planners and the Planning Institute of BC is preferred.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Extensive knowledge of the *Local Government Act* and *Community Charter*.
2. Thorough knowledge of local government bylaws, procedures, jurisdictions and applicable provincial legislation and regulations.
3. Extensive knowledge of legal procedures governing land use law in BC.
4. Demonstrates excellent interpersonal and communication skills. Demonstrates tact and diplomacy, and responds in a professional and courteous manner, when interacting with others
5. Demonstrates a high degree of personal initiative, integrity, professionalism, and political sensitivity.
6. Knowledge of Geographic Information Systems.
7. Exceptional administrative, organizational, strategic and analytical thinking, problem solving and project management skills.
8. Excellent leadership, supervisory, interpersonal, written and verbal communication skills.
9. Valid Class 5 or 7N BC Driver's License.

COMPETENCIES:

1. Service orientation
2. Leadership
3. Personal effectiveness