



Job Description - MANAGER OF PLANNING

1. Nature and Scope of Work

This is specialized technical, administrative, and supervisory work assisting in directing the operations and work of the Planning Department including the regulation and operations related to land use planning and land development regulation. The Manager of Planning supervises Planning staff and also advises the Director of Development Services, Chief Administrative Officer (CAO) and Council on a broad range of physical, social, economic, community land use planning and development matters.

The Manager of Planning will be appointed as the Deputy Approving Officer for the City under the *Land Title Act*.

The position incumbent exercises considerable independence of action, judgement, and initiative in carrying out the work, with the more difficult problems and policy matters being referred to the Director of Development Services. The Director of Development Services reviews work performance in terms of effectiveness of Department operations.

2. Illustrative Examples of Work

- Plans and directs the work and operations of Planning staff, including supervision of staff and interaction with the public.
- Manages planning projects and studies to implement the Official Community Plan.
- Manages the City's land use planning processes including processing applications, preparation of required reports and bylaw amendments for Council consideration, and issuance of permits.
- Liaises with developers regarding the City's land development process, presents plans or studies to the Director of Development Services, CAO and Council, and manages the process of review, consideration and formal approval.
- Works with other department heads such as the Director of Development Services, Director of Engineering and Public Works, Director of Finance and Director of Parks, Recreation and Heritage to gather input for planning policies and municipal development decisions.
- Assists in the development of annual budgets of operational and capital expenditures for the Department.
- Assists in hiring, disciplinary matters, lay-offs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.

- Ensures that staff are knowledgeable of the application and interpretation of applicable Provincial statutes, particularly the Community Charter, Local Government Act and Land Title Act, B.C. Building Code as well as municipal regulatory bylaws including the Zoning Bylaw, Official Community Plan, and Building Bylaw.
- Identifies planning issues, develops programs and implements plans and policies through liaison with committees, community groups, other levels of government and members of the public and business community.
- Works closely with and provides advice and technical planning information to the City's Advisory Planning Commission.
- Prepares and presents plans and policies on sensitive and complex issues to diverse and often critical audiences.
- Provides information and advice to other Municipal departments, members of City Council, developers, industry associations and the general public on City planning policies, regulations and procedures.
- Liaises with Regional Planning Staff on a regular basis and may undertake Regional Planning tasks on a project basis as requested by the Director of Development Services and as time permits.
- Actively participates in all aspects of the OH&S program including regular inspections, safety meetings, investigations and safety events; ensures that safe work practices are followed by employees.
- Performs related work as required.

3. **Required Knowledge, Abilities and Skills**

- Thorough knowledge of Provincial statutes, particularly the Community Charter, Local Government Act and Land Title Act. General familiarity with the B.C. Building Code and related regulations.
- Thorough knowledge of the City's land development and land use regulatory policies and regulatory bylaws.
- Ability to direct the operations of Planning staff and interpret resolutions, agreements, official records, documents and related material.
- Ability to exercise sound judgement in processing a variety of administrative, statutory, policy and management matters.
- Demonstrated ability to deal effectively with a wide variety of contacts, and establish and maintain respect and confidence of authorities, officials, staff and the general public.
- Ability to plan, assign and supervise the work of a small staff and perform all duties with minimal supervision.

4. **Required Training and Experience**

- Completion of a Bachelor's or Master's degree in planning
- Completion of the MATI School for Approving Officers program would be an asset
- A minimum of eight years' related experience, including experience in public administration and supervision; previous experience reviewing subdivision applications in an Approving Officer capacity would be an asset.
- An equivalent combination of education and experience may be considered

5. **Required Licences, Certificates and Registration**

- Valid BC Class 5 driver's license
- Eligibility for membership in the Canadian Institute of Planners is required