

Nature and Scope of Work

The Manager of Planning & Building reports to the Director of Planning & Community Services and provides leadership in planning and managing the growth and development of the City. The position is responsible for organizing, coordinating and directing the daily operations of planning, building and business licensing services; including all staff supervision. The work involves planning and coordinating the annual work programs and for providing advice, preparing and presenting reports to Council and making recommendations for amendments to bylaws, policies and procedures. This position is often involved in complex and highly sensitive decisions that are the subject of Council, community and media attention.

The position supports the Director as the key staff concerning future development of the City and maintains an awareness of growth projections and related Provincial legislation and Building Code issues, conceptualizes plans and plan revisions which address these issues and assists the Director in bringing the plans to action through municipal legislation. This position may act as Approving Officer in conjunction with the Director.

Reporting Relationship

Reports to: Director of Planning & Community Services

Immediate Subordinates: Planning and Development Officers
Building Officials
Clerical Support staff

Required Education, Knowledge

- University degree in planning or a related field supported by a minimum of five or more years of progressive experience in municipal planning or an equivalent combination of education and experience may be considered; or
- Relevant post-secondary education is supported by extensive knowledge of the BC Building Code and building construction methods and materials.
- Knowledge and aptitude for the development and enforcement of municipal bylaws and an understanding of land use, development, and planning processes.
- Strong written and verbal communications skills, including public speaking, and addressing technical matters for non-technical audiences.
- Comprehensive knowledge of municipal and provincial acts directly related to municipal planning, building and subdivision.

Required Abilities and Skills

- Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment.
- Ability to provide leadership and support in the development, formulation and administration of policies and programs to ensure the operational objectives of the department are met.
- Ability to interpret, advise and provide guidance on a variety of technical matters.
- Actively seeks opportunities and challenges for personal learning and growth.
- Creates an engaging environment where reports have opportunities and resources to fulfil their expected responsibilities.

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- Measures and evaluates outcomes. Holds self and others accountable. Corrects course as appropriate.
- Facilitates collaboration, cooperation and coalitions among diverse groups.
- Is politically astute and offers realistic options.

Preferred Education, Training and Experience

- Registered Professional Planner and/or Full Membership with the Planning Institute of BC/Canadian Institute of Planners, or
- Equivalency of a technical degree or diploma in related discipline such as engineering, civil or building technology; and
- Building Officials Association of BC Level 3 and Plumbing Inspectors Association of BC certification Level 2.
- Previous experience with subdivision Approving Officer responsibilities.
- Experience in an organizational culture based on empowerment and teamwork.
- Experience in dispute resolution or mediation.
- Experience in urban design and heritage planning.
- Experience with Agricultural Land Commission regulations and applications.

Duties of the Position

Without restricting the general nature and scope of the work, the following are illustrative examples of work, which may be expected of the classification:

- Assists with the development of annual strategic, budget and operational objectives for the department, controlling the budget, goals and objectives and monitors revenue and expenditures to ensure that the functions are efficient and effective, in conjunction with the Director.
- Carries out a leadership role with the Planning and Building staff and administers the collective agreement as it relates to the department.
- Administers the day-to-day affairs of the planning, building and business licensing departments, making a wide variety of technical and administrative decisions.
- Ensures continuing staff development, education and training is provided; within budget guidelines.
- Lead continuous improvement in development review processes, technology, procedures, and performance reporting.
- Assists Human Resources with staff hires, terminations, and disciplinary measures.
- Responsible for performance appraisals, staff development and identifying training needs.
- Acts as the business license inspector, reviewing and approving business licenses.
- Coordinates the interaction of all City processes with Liquor Cannabis Regulation Branch (LCRB) referrals.
- Oversee the compliance enforcement processes related to the B.C. Building Code and Local Government Act and Community Charter.
- Ensures the maintenance of accurate records.
- Develops and implements processes and procedures and initiates recommendations for changes to bylaws, standards, policies and procedures.
- Works collaboratively with other departments to ensure the effective management of cross departmental issues.
- Represents the position and interests of the City, informs residents, businesses and other interest groups as to the provisions of the O.C.P. and other plans and/or regulations, and evaluates

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- community values and priorities at public hearings, meetings with community service groups, community presentations and workshops.
- Prepares reports for planning applications, preliminary subdivision review; responsible for ensuring all relevant bylaws and legislation are considered.
 - Maintains an effective working relationship between the general public and developers.
 - Represents the municipality at intergovernmental and/or provincial meetings as directed by the Director.
 - Attend Council and Committee Meetings, Public Hearings, Open Houses and other neighbourhood meetings, as required.
 - Resource member representing the City on special task force or committees.
 - Manage planning consultants commissioned for special projects.
 - Remains current and up to date with changing Federal and Provincial legislation as pertains to the Development Services Department.
 - Performs additional duties as necessary for the effective and efficient functioning of the Planning & Building Department.

Date: September 2, 2026

Director of Planning & Community Services

Date: September 2, 2026

Manager of Human Resources

Description Date: July 31, 2023

Reviewed: August 8, 2023

Reviewed & Revised: SEPT 2026