



JOB DESCRIPTION

Job Title: Manager of Planning
Reports To: Director of Planning and Development

Affiliation: EXEMPT
Hours per Week: 35
Approval Date: Dec 16, 2021

Position Summary

Reporting to the Director of Planning and Development, the Manager of Planning oversees and effectively leads the operation of the Planning division by providing guidance, advice, and support on the development process, coordinating, and advising planners on development applications and processes, and communicating planning issues with other departments and jurisdictions. The Manager is also responsible for assisting the Director with creating an economic environment focused on attracting and retaining employment opportunities while advancing economic, environmental, and social goals. The Manager will assist the Director in implementing and maintaining the community economic development strategy for the District of Sooke ("District") which will, among other initiatives, stimulate business activity and investment in the District.

These goals and objectives will be achieved in a manner that is consistent with Council's environmental goals (consistent with environmental best practices) and nurtures the community's (the District's citizens) well-being. This position requires a sound understanding of planning and community economic development, and must have the ability to think innovatively, and the ability to adjust to the political sensitivities. Engagement, communication and relationship-building will be crucial to promoting and achieving sustainable growth through the expansion and retention of existing businesses and attraction of new businesses into the District.

Nature and Scope of Work

1. Oversees the division to ensure divisional responsibilities and deadlines are met.
2. Manages, trains, mentors, and disciplines divisional employees as well as conducts performance evaluations and orientation of new employees.
3. Provides guidance on complex development applications such as rezoning, Official Community Plan ("OCP") amendments, development permits, development variance permits and Board of Variance approvals.
4. Leads complex policy and regulatory projects such as, but not limited to, the creation of new or updates to existing policies and Bylaws such as Neighborhood plans, OCP, Zoning Bylaw, Amenity Contribution Bylaw, and Housing Strategy.
5. Mentors and guides planners in the processing of a full range of development applications.
6. Oversees the processing of development applications relating to the OCP, zoning bylaw, development permits, development variance permits, land use contracts, temporary use applications, agricultural land commission applications, liquor license applications and other planning related issues, and provides information to the public regarding land use and development matters.
7. Monitors and evaluates the achievement of day-to-day service objectives for the division. Consults with other departments in order to improve service, streamline processes, provide professional advice, reduce costs, facilitates consensus, and resolve issues.
8. Undertakes and presents research on social, environmental, and economic matters and makes recommendations to the Director in regard to long-range planning initiatives.

9. In co-operation with the Director of Corporate Services, coordinates Public Hearings as required, pursuant to the Local Government Act and Community Charter, pertaining to land use matters.
10. Prepares and presents reports for consideration by Council and Committee of the Whole.
11. Reviews comments on referrals from internal and external agencies, requests for information, and advice on matters such as subdivisions, and other planning related referrals.
12. Manages operating and capital programs and prepares funding and grant applications for the Planning division.
13. Conducts planning studies and prepares reports in support of new or updated land use regulations, policies, program initiatives, and related matters.
14. Assists the public in development inquiries, as required.
15. Represents the division and the District on regional, inter-municipal, inter- agency, inter-government, and community committee or boards.
16. Assists with the development of strategic plans, policies, programs, services, and objectives which reflect the vision and priorities of Council to promote community economic development in the District.
17. In coordination with the Director, liaises and builds partnerships with key stakeholders, developers, business and industry representatives, service providers, First Nation communities, local and senior government authorities, and other external groups to advance the District's community economic development goals.
18. Assists with the implementation of a comprehensive marketing plan to promote the District to potential investors, including the development and distribution of marketing materials.
19. Conducts research and provides information services on matters of economic health, business issues and economic trends; maintains a database of information on the availability of land, building and other facilities conducive to the proportion of business and industrial development; and responds to enquiries regarding economic data, trends and resources related to economic development opportunities.
20. Works with stakeholders to develop and implement a business retention and expansion program that identifies obstacles to business development and opportunities for growth. Works with staff, business, and community organizations to find appropriate solutions to short-term and long-term issues.
21. Adheres to the collective agreement for unionized employees. Represents the District in labour relations matters as required, in consultation with Human Resources.
22. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to work varied hours and travel to off-site meetings as necessary to meet the requirements of the position.
4. Ability to research techniques with exceptional analytical skills; ability to access and use information and statistics.
5. Ability to understand political issues and exercise sound judgment in dealing with ramifications of decisions at a senior management level keeping the organizational goals of the District as the paramount concern.

6. Ability to collaborate with inter-disciplinary teams to meet business challenges and create opportunities.
7. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
8. Ability to effectively read and interpret information, present numerical data in a resourceful manner, skillfully gather and analyze information, and ability to present to the public and Council.
9. Thorough knowledge of business English.
10. Ability to lead by example and sometimes deal with difficult and politically sensitive situations on behalf of the department.
11. Strong conflict resolution and mediation skills.
12. Thorough familiarity and proficiency with Microsoft Office Online, GIS application, records management application, and land management application, and the ability to learn other software systems as required.
13. Working knowledge of adopted District document management practices.
14. Working knowledge of the operations and functions of other District departments.
15. Working knowledge of related municipal legislation, including *Local Government Act* (“LGA”), *Community Charter*, and *Freedom of Information and Protection of Privacy Act* (“FOIPPA”), related statutes, laws, regulations, and precedents respecting land use and planning, the environment and climate change, and property development approval processes.
16. Working knowledge of developing and evaluating complex land use plans, policies, and bylaws.
17. Working knowledge project management including plan, policy, and public process development.
18. Working knowledge in fundamental planning principles, including planning theory, site planning, subdivision design, policy, and bylaw development.
19. Working Knowledge of asset management, budgeting, estimating, and costing procedures.
20. Working Knowledge of and skills in municipal sustainability planning.
21. Knowledge of current and evolving land use planning and community economic development practices based on Sustainable Development Goals.
22. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
23. Ability to anticipate emerging issues, project the impact, and manage them proactively.
24. Strong interpersonal skills, written and verbal communication skills, and time management skills.
25. Superior organizational and time management skills, public speaking skills, presentation skills, and the ability to prioritize and have a high attention to detail.
26. Excellent team building skills.

Training and Experience Requirements

1. A Bachelor’s Degree in planning, economic development, urban, rural, or regional planning, or equivalent, or a combination of experience and education.
2. Must be able to obtain and maintain full membership of the Canadian Institute of Planners (“CIP”).
3. Minimum seven (7) years of experience in policy and development planning in local government or equivalent experience in government or private sector.
4. A minimum of three (3) years of management experience.
5. A valid Class 5 BC Driver’s Licence and a current Drivers Abstract.

6. A satisfactory Criminal Record Check.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Matthew Pawlow
Director of Planning and Development

Date

Norm McInnis
Chief Administrative Officer

Date