



JOB DESCRIPTION

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

Affiliation: EXEMPT
Hours per Week: 35
Approval Date: Apr 12, 2023

Position Summary

Reporting to the Director of Planning and Development, the Manager of Community Planning oversees and effectively leads the operation of the Planning service area by providing guidance, advice, and support on the development process as it relates to low-carbon resilience, coordinating, and advising planners on development applications and processes, and communicating planning issues to other departments and jurisdictions.

These goals and objectives will be achieved in a manner that is consistent with low carbon resilience best practices recognizing environmental, economic and social co-benefits to foster a healthy, safe and vibrant community for future generations, well-being of the District's citizens. This position requires a sound understanding of planning, specifically to achieve climate, environmental, land use, and social benefits, and must have the ability to think innovatively, as well as the ability to adjust to political sensitivities. Engagement, communication and relationship-building will be crucial to promoting and achieving managed growth throughout the District with an understanding of Sooke's role within the Capital Regional District.

Nature and Scope of Work

1. Oversees the service area to ensure team responsibilities and deadlines are met.
2. Manages, trains, mentors, and disciplines service area 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, Climate Action Initiatives, and Housing Strategy.
5. Mentors and guides planners in the processing of a full range of development applications and the organization-wide application of low-carbon resilience integrated action.
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 service area. Consults with other service areas in order to improve service delivery, streamline processes, provide professional advice, reduce costs, facilitate consensus, and resolve issues.
8. Undertakes and presents research on climate, economic, environmental, and social 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 including annual corporate GHG reporting.

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. Recommends to Council for their determination of policies, programs, and regulations to protect and enhance the natural environment and reduce Greenhouse Gas Emissions (GHG).
13. Contributes to the development and implementation of municipal operational and institutional changes that will lead to operational savings and the reduction of GHG emissions.
14. Updates and maintains the Corporate and Community Energy and Emissions Inventories.
15. Participates as the District's representative on administrative climate action working groups.
16. Manages operating and capital programs and prepares funding and grant applications for the Planning division, including oversight of grant writers.
17. Conducts planning studies and prepares reports in support of new or updated land use regulations, policies, program initiatives, and related matters.
18. Assists the public in development inquiries, as required.
19. Represents the division and the District on regional, inter-municipal, inter- agency, inter-government, and community committee or boards.
20. Assists with the development of strategic plans, policies, programs, services, and objectives which reflect the vision and priorities of Council to manage growth and promote community economic development in the District.
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*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act*, 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, low carbon resilience initiatives, 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, the ability to prioritize, and have a high attention to detail.
26. Excellent team building skills.

Training and Experience Requirements

1. Bachelor's Degree in planning.
2. Must be able to obtain and maintain full membership with the Canadian Institute of Planners (CIP).
3. Minimum of ten (10) years of experience in policy and development planning in local government.
4. Minimum of three (3) years of management experience.
5. Valid Class 5 BC Driver's Licence and a current Drivers Abstract.
6. Satisfactory Criminal Record Check.

The previous statements reflect the general duties considered necessary to describe the principal 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

 Raechel Gray
 Deputy Chief Administrative Officer

 Date