



## **DIRECTOR OF PLANNING & COMMUNITY SERVICES**

The District of North Saanich, located at the north end of the Saanich Peninsula, boasts over 40 kilometres of ocean shoreline, an abundance of parks and greenspace, and a rich history of farming that began with the **WSÁNEĆ** First Nations.

The Director of Planning & Community Services is responsible for all planning functions for the District, including building inspections and bylaw enforcement. As a member of the senior management team, the Director is essential to the delivery of the strategic plan and collaborates to develop organizational priorities and policies.

In addition to excellence in land use planning fundamentals, the Director brings a strong track record of building relationships throughout an organization and establishing direction for their department. The ideal candidate has demonstrated experience with presenting to municipal Councils and providing advice on land use.

Candidates must have an undergraduate degree in planning or related discipline and at least six years of progressive responsible planning experience with supervisory experience. A masters degree in planning is preferred. Consideration may be given to candidates who have an equivalent combination of education, training and experience. Candidates must also be eligible for membership in the Canadian Institute of Planners.

The District of North Saanich offers a competitive compensation and benefits package. Interested applicants should forward their resumes and cover letters in confidence, on or before **4:00 pm Friday, February 28, 2020** to:

Curt Kingsley, Deputy CAO / Director of Corporate Services  
District of North Saanich  
1620 Mills Road  
North Saanich, BC V8L 5S9  
[careers@northsaanich.ca](mailto:careers@northsaanich.ca)  
Web: [www.northsaanich.ca](http://www.northsaanich.ca)



# DISTRICT OF NORTH SAANICH

**Section Name: PLANNING AND COMMUNITY SERVICES**

**Position Title: DIRECTOR**

**Effective Date:** January 2010

**Reports to:** Chief Administrative Officer

**Positions Supervised:** Senior Planner; Planner (2); Senior Building Inspector; Building Inspector; Bylaw Enforcement Officer; Administrative Assistant (2)

## **Definition (Position Summary)**

Under the general direction of the Chief Administrative Officer, the Director of Planning & Community Services is responsible for all planning functions for the District, inspections and bylaw enforcement as well as the direction and coordination of the functions and workload within the Planning & Community Services Department.

## **Key Job Duties**

### General:

- Plans, directs and coordinates the functions and workload within the Department and ensures that schedules, procedures and performance standards are developed and met.
- Ensures Departmental compliance with Council directives and policies
- Answers a wide range of inquiries on Planning, Subdivision, Building Inspection, Bylaw Enforcement, Business Licenses and municipal by-laws.
- Oversees and ensures maintenance of departmental files and records.
- Acts as Approving Officer.
- Prepares reports and correspondence on Departmental matters for Council and Committees, and attends Council, Committee, public information and other meetings and events as required.
- Provides Planning and Community Service advice to Council, CAO, and senior management team.
- Administers Departmental contracts for consultant services.
- Prepares capital and operating budgets and the Five Year Financial Plan for the department.

- Works to ensure that longer term strategic goals of North Saanich are realized as part of the senior management team.
- Manages Planning and Community Services Department – Hires staff and manages their performance.
- Utilizes significant judgment, initiative and conceptual thinking in the planning, development and implementation of vital programs and policies affecting the Planning and Community Services Department.
- Performs other related duties as assigned by the CAO and may be appointed by the Chief Administrative Officer to act in that capacity when required.

#### Planning:

- Responsible for the preparation and maintenance of the Official Community Plan and oversees and conducts the preparation of planning studies and the collection and analysis of data for Council
- Evaluates development applications from technical, legal, policy and contextual perspectives, and discusses proposed developments with developers and the public.
- Directs the appraisal and acquisition of property as required.

#### Regulatory:

- Develops strategies for dealing with more difficult and complex bylaw enforcement matters.
- Oversees the issuance of business licenses, tree permits, sign permits and building permits.

#### Contacts:

- Liaises with development industry representatives including architects, engineers, contractors, BC Ferries, Victoria Airport, BC Transit, School District #63, and Ministry of Transportation; Maintains working relationships with referral agencies including Ministry of Water, Air and Land Protection, Ministry of Transportation, Archeological Branch, Fisheries and Oceans, Coast Guard, Land and Water BC Inc. and Ministry of Agriculture; Maintains working relationships with other agencies involved in law enforcement including the RCMP, Ministry of Water, Air and Land Protection, Land and Water BC, and Agricultural Land Commission.

#### Qualifications

- Leadership and facilitation skills and training in negotiation skills and conflict resolution.
- Considerable knowledge of the administrative policies and procedures, and of by-laws related to planning, building and bylaw enforcement; principles and practices of urban and rural land use planning; planning law and land use regulation; project management and contract administration; and legal and technical aspects of the subdivision process including

pertinent provincial statutes such as Land Title Act, Local Government Act, Agricultural Land Commission Act, Strata Property Act and Community Charter.

- Ability to conduct or supervise independent investigations on social, economic and physical problems.
- Ability to present conclusions and recommendations of studies and investigations clearly and concisely, orally or in writing.
- Membership in the Canadian Institute of Planners.

**Education:**

- Undergraduate degree in planning or a related discipline; plus supplemental planning courses equal to one to two years of study;
- Master's degree in planning preferred.

**Experience:**

- Six years experience in the field of public planning (including supervisory experience), preferably in a local government setting;

**Job Provisos**

- May be required to perform additional duties as assigned by supervisor
- Requires after-hours work to attend Council and Committee meetings.