

**DIRECTOR, PLANNING AND BUILDING**

(Full Time)

The Municipality of North Cowichan (population 31,900) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End are home to a multitude of artistic, cultural, and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island.

Due to an impending retirement, the Municipality invites applications for the position of Director, Planning and Building. The successful candidate will be ready to lead with exceptional tactical managerial skills, strategic thinking, and a comprehensive understanding of customer service and public engagement in a complex public service environment.

Reporting to the General Manager, Planning, Development, and Community Services, this position is a key member of the senior leadership team. The Director leads the Planning and Building Department to ensure the effective delivery of current and long-range planning, land use approvals, building permits, and inspection services. Key responsibilities include but are not limited to:

- Managing a team of subject matter experts including Planners, Building Inspectors, Administrators, and Manager(s), providing support in recruiting, selecting, developing, mentoring, and assessing staff, setting staff objectives and delegating and assigning work.
- Overseeing the work of planning department staff in the review and processing of all types of land use and development applications, the development of new or updated Municipal plans and planning bylaws, and in the implementation of planning projects and policies, while ensuring compliance.
- Overseeing the work of the building department staff in the review and inspection of industrial, commercial, public, and residential projects during the course of construction.
- Supervising projects and the work of professional consultants, including developing, maintaining, updating and implementing the official community plan, local area plans, zoning bylaw and other Municipal plans and strategies based on priorities established by Council and/or senior leadership.
- Liaising and collaborating with other organizations and levels of government, including Indigenous communities, federal and provincial government agencies, local governments, community associations and community groups.
- Liaising with other departments, Federal, Provincial and Regional and Municipal regulatory authorities and directing the enforcement of Bylaws as they relate to the Planning and Building Department.
- Provides responsive professional expertise, advice and information to the CAO, the Municipal Council, staff, outside agencies and the public on all matters pertaining to the Planning and Building Department.
- Supporting public participation in the Municipality's programs and activities through meaningful public engagement and customer service, and community outreach strategies to facilitate public access to information.
- Ensuring effective management of staff through effective recruitment and selection and performance management to maintain high staff performance, strong customer service and teamwork.
- Writing technical reports as required for the senior leadership team, CAO, Municipal Council, and attending Council and Committee meetings as required.
- Working and negotiating with building owners, consultants, contractors, and developers to resolve issues on complex or challenging development proposals and agreements.

**Required Skills, Qualifications and Abilities:**

- 1) Master's Degree in Regional, Urban, City or Community Planning, or related discipline (e.g. Architecture, Landscape Architecture, Geography, Urban Studies, Environmental Planning, Sustainability), including courses in land use planning, sustainability, environmental management, social planning, engagement and urban design.
- 2) Minimum seven (7) years of experience in planning/development services, including at least three (3) years in a local government setting (preferably at the municipal level) and at least two (2) years in a supervisory or management role.
- 3) Full member of the Canadian Institute of Planners and the Planning Institute of BC.
- 4) In-depth knowledge of the principles and practices of planning, land development and sustainability in British Columbia, including application of provincial planning legislation.
- 5) In-depth knowledge of Municipal bylaws, Development Permit processes, Official Community Plans, the Board of Variance, Land Title Act and related Federal and Provincial legislation their associated procedures and regulations.
- 6) Working knowledge of Microsoft Office programs to complete word documents, spreadsheets, and presentations. Familiarity with GIS, database software, computer-based information systems for building records and experience Tempest would be considered an asset.
- 7) Extensive experience processing and reviewing all types of land use and development applications.
- 8) Experience managing planning projects and the implementation of planning policies, including the creation of official community plans and local area plans.
- 9) Strong leadership skills with the ability to oversee the work of professional and technical staff, and contractors.
- 10) Strong interpersonal and communication skills.
- 11) Experience in technical report writing.
- 12) Experience in presenting to Council, Committees and large groups of people at public meetings.
- 13) Experience facilitating community engagement initiatives.

Experience in both the private and public sector; membership or training in IAP2 practices; and urban design, site planning and other technical planning skills would be considered an asset.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a police information check.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

**To Apply:**

Visit the Municipality of North Cowichan Career Portal at [www.northcowichan.ca/jobs](http://www.northcowichan.ca/jobs) to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

**Application Deadline:**

4:30 p.m. Tuesday, December 12, 2023

