



**CITY OF WILLIAMS LAKE  
EMPLOYMENT OPPORTUNITY  
COMPETITION 24-22**

**DIRECTOR OF PLANNING & DEVELOPMENT**

Williams Lake offers a unique combination of breathtaking natural scenery and urban living. A regional centre with all major amenities and an affordable range of residential opportunities from modern subdivisions and townhouses to large rural properties, Williams Lake is a great place to live, work, play, and raise a family.

Williams Lake has year-round opportunities for outdoor enthusiasts. In the winter, the Cariboo offers snowmobiling opportunities and excellent cross-country ski trails, as well as snowshoeing and ice fishing. We are also a short drive to excellent downhill ski hills. Williams Lake truly is the Shangri-La of mountain biking, boasting the largest bike park in British Columbia's interior. The lake city is a great base for hiking, camping, four-wheeling, waterskiing, swimming, and sport fishing as well. Explore our many trails and take advantage of our beautiful parks, including the Nature Center, trails and walking bridge at Scout Island. Our indoor recreation facilities are top-notch, and recent upgrades to the Cariboo Memorial Recreational Complex include a water slide and training lanes, as well as a lazy river and beautiful fitness centre, in addition to two ice rinks.

Williams Lake's downtown core offers a wide variety of shopping, dining and service opportunities. We have vibrant arts community, music scene and theatre company, and are proud to host a variety of arts and culture activities throughout the year.

From the world-famous Williams Lake Stampede to weekly summer concerts and farmers markets to an impressive variety of recreation opportunities, Williams Lake offers excitement, relaxation, and a strong sense of community and belonging. We hope you will join us!

**POSITION:** Management (Union Exempt)

**HOURS OF WORK:** 37.5 hours per week, five days a week, Monday to Friday inclusive and attendance at meetings as required.

**GENERAL STATEMENT OF DUTIES:**

The Director of Planning and Development will maintain the comprehensive responsibility for the long-term planning, current planning, and community development. He/she will also manage the Development Services department (Planning, Engineering, and Business Licences). The

position acts as the Approving Officer for the City in accordance with the statutory authority assigned through the Land Title Act.

### **SUPERVISION:**

The Director of Planning & Development shall report directly to the Chief Administrative Officer.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Administration of the Development Services department.
- Coordinates and maintains the overall responsibility for:
  - The design and development of municipal capital and other projects that are undertaken in-house by municipal staff or by outside consulting, engineering and development companies.
  - Ensuring compliance by contractors and developers with Federal and Provincial Statutes and municipal bylaws relating to building construction and alterations on all public or private projects within the City.
  - Ensuring municipal regulatory bylaws are upheld respecting licensing of businesses, animal and parking control and responding to public complaints in an efficient and timely manner.
  - Ensuring the updating, revision and maintenance of all master files, plans and construction records of the Department; and
  - Maintaining a continuing and effective working relationship with administrative personnel in the joint interpretation of municipal government legislation and policies.
- Serves in a technical liaison capacity with outside consulting, engineering and development companies, with the responsibility for checking design criteria and engineering drawings to ensure construction in conformance with approved plans and municipal bylaws.
- Through the Chief Administrative Officer, responsible for ensuring Council is provided with on-going progress reports for annual capital construction projects undertaken either by City personnel or by contractors hired by the City through the tendering process.
- Encourage and support ongoing professional development for departmental staff to maximize performance and ensure their familiarity with current legislation.
- Responsible to prepare the annual business plan for the Department and ongoing monitoring of performance in the achievement of objectives.
- Responsible to administer planning and development applications and ensure compliance with the current Official Community Plan and Zoning Bylaws and the Subdivision and Development Servicing Bylaw.
- Upon appointment by Council, acts in the capacity of Municipal Approving Officer with regard to approval of all subdivisions within the boundaries of the City of Williams Lake, pursuant to the Land Title Act.
- Responsible for ensuring preparation of annual provisional budgets for the Department in consultation with the Director of Financial Services, as required.
- Attends Council meetings and other meetings as requested by the Chief Administrative

Officer.

- Any other related duties and responsibilities as may be assigned from time to time by the Chief Administrative Officer.

### **QUALIFICATIONS, SKILLS & EXPERIENCE:**

- A University Degree in Community/Regional Planning or related field. Supplemented by certificates or courses in one or more of the following areas: Local Government Management, Public Administration, Subdivision Approval, Urban Design, or GIS.
- A Master's degree in planning would be an asset (or working towards).
- A minimum of five years' professional planning experience.
- Thorough knowledge of the principles and methods of community planning, and engineering administration.
- Ability to plan, organize and direct the activities of Departmental personnel.
- Ability to establish and maintain effective working relationships with politicians, senior staff, employees, other agencies and the public.
- Professional Designation as a Registered Professional Planner in BC.
- Excellent interpersonal skills, presentation, facilitation, decision making and general management skills
- Ability to supervise staff and interpret and apply collective agreement rules consistently and fairly
- Ability to effectively lead, coach and motivate staff in a team environment
- Ability to plan, direct and integrate broad, comprehensive public works programs and activities
- Ability to organize and direct activities of all personnel and equipment
- Proven skills in problem resolution with public, employees and other agencies
- Ability to effectively plan and manage a multi-function department
- Ability to deal effectively with representatives of government, business, consultants, developers, the general public, City staff and Council members
- Ability to effectively prepare and present reports to Council
- Ability to organize and prioritize
- Ability to work independently on own initiative

**The salary range will be \$130,000 to \$140,000, commensurate to experience and education. It will also include a moving allowance, comprehensive benefits package as well as a compressed work week schedule if desired. The City of Williams Lake is dedicated to continuation of Professional Development and is supportive of Employee Wellness initiatives.**

Interested candidates are invited to submit a detailed resume and cover letter outlining qualifications, experience, copies of applicable certifications, and letters of reference no later than **4:00 pm, July 3, 2024**, to the attention of Ashley Williston, Director of Human Resources, City of Williams Lake, 450 Mart Street, Williams Lake, BC, V2G 1N3 - Fax (250) 392-8484, or email [awilliston@williamslake.ca](mailto:awilliston@williamslake.ca)

Please note that only shortlisted candidates will be contacted.