

**Job Description
District of Oak Bay
Deputy Director of Community Building and Planning Services**

Position Title:	Deputy Director of Community Building and Planning Services
Reports To:	Director of Community Building and Planning Services
Position Description Date:	November 2022
Positions Supervised:	Planner, Planning Technician, Consultants

Nature and Scope of Work:

Reporting to the Director of Community Building and Planning Services, the Deputy Director is responsible for the oversight of operating functions of the Planning area of the Department. This position provides advice, guidance, and direction on planning matters to Council and other senior staff, and is responsible for all aspects of professional planning, including policy development and strategic planning. The Deputy Director leads and manages a Planner, Planning Technician, and contractors and works as part of a team to achieve the goals and objectives of the Community Building and Planning Services Department.

The Deputy Director is responsible for current and long-range planning processes involving matters requiring specialized knowledge and skills in processing of development applications, administration of the Official Community Plan, the Zoning Bylaw, and Development Permit Area Guidelines and in the collection, analysis, and interpretation of information for municipal studies, programs, and projects. This position also involves overseeing Community Building and Planning Services related projects, recommending land use changes, and facilitating community planning processes including the coordination of public input on various community planning proposals and issues.

Key Accountabilities:

- Provide advice, guidance, and direction on planning matters to Council and other senior staff.
- Direct, supervise and coordinate the activities of departmental staff engaged in duties pertaining to professional planning, and clerical duties.
- Manage staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork, and work with Human Resources to deal with performance and disciplinary issues as necessary.
- Develop and implement policies and procedures based on best practices specific to the Planning Department.
- Provide professional planning advice to the District and the public on a variety of issues including but not limited to:
 - The implementation and interpretation of the Official Community Plan;
 - Development applications including proposed OCP amendments, rezoning proposals and Development Permit and Development Variance Permit submissions;
 - Comments to the Approving Officer on Subdivision applications;
 - Board of Variance Applications; and
 - Heritage matters and the implementation of policies.

- Administer and interpret the Zoning, Parking and Sign Bylaws, including the preparation of amendments.
- Oversees detailed technical and plan reviews, as a part of development applications, in relation to zoning regulations including rezoning, development permit, development variance permit, Board of Variance, subdivision and building permit applications.
- Provide support to or may be appointed to the function of District Approving Officer pursuant to the *Land Title Act*, *Condominium Act*, *Local Government Act* and any other applicable statutes, regulations or bylaws as required.
- Research, analyze, and interpret information applicable to general or specialized planning programs and initiatives for the District including developing and providing direction and strategic recommendations on long range planning matters.
- Prepare and present technical reports, working papers for Council and various District bodies on planning related matters as required.
- Ensures appropriate and timely responses to public enquiries in person, via e-mail, telephone, or mail on all planning matters.
- Attend Council meetings, Committee meetings and other meetings/events and provide support as required or directed.
- Coordinate and facilitate public consultation planning to determine the public's perspective on planning issues and initiatives as required.
- Manage consultant contracts in terms of planning activities, including contract preparation and financial monitoring.
- Review advertisements, notices as required by applicable statutes, regulations or bylaws as needed.
- Assists with the preparation of the Departmental budget and approves expenditures within defined limits. Monitors expenditures and recommends budget revisions.
- Acts as the Director of Community Building and Planning Services in their absence.
- Performs other related duties as assigned by the Director of Community Building and Planning Services.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of current practices, principles, techniques, and methods applicable to municipal planning.
- Thorough knowledge of and experience working with policies and regulatory tools and legislation governing planning processes as administered by BC municipal governments.
- Proven experience in administering and working with development processes in an effective manner, including communication with the public and development community.
- Knowledge of heritage, environment, transportation, neighborhood planning and climate action strategies.
- Knowledge of project management principles, RFP processes, contract preparation and project budget administration.
- Working knowledge of and ability to interpret and apply Provincial and Local Government Legislation affecting local government, including the *Local government Act*, *Land Title Act*, and *Community Charter*.
- Demonstrated leadership and relationship building skills based on a collaborative approach with the ability to lead a team in a unionized environment.
- The proven ability to review and accurately interpret statistics, maps, architectural design and site plans, specifications, standards, and regulations.
- Excellent and demonstrated written and oral communication skills including the ability to present complex planning information in a clear and succinct manner.
- Exemplary interpersonal skills including the ability to deal effectively and positively with Council members, the public, colleagues, and other professionals.
- The ability to work independently and work well under pressure, excellent time management skills and the ability to meet deadlines.

- Sound knowledge and demonstrated ability regarding the need for confidentiality, political sensitivity, a high level of professionalism, objectivity, and integrity.
- Knowledge of heritage regulations and legislation.
- Familiarity and understanding of environmental and ecological systems and natural processes.
- Demonstrated problem solving skills.
- Clear ability to understand and prepare drawings, sketches, and maps.

Qualifications and Experience:

- Graduation from a post-secondary institution with the minimum of a bachelor's degree in planning;
- Minimum of five years of progressively responsible leadership experience in a municipal or similar environment, or an equivalent combination of education, training, and experience.
- Experience in the use of recognized office software, including Tempest Prospero, Vadim, iCompass, Microsoft Office products, Bluebeam, and GIS viewers.
- Membership or eligibility for membership in the Canadian Institute of Planners (CIP) is considered an asset.

Job Provisos:

- Required to attend Council and Committee meetings (outside of regular business hours).