



District of Lantzville
Director of Planning & Community Services - Career Opportunity
Full-Time Exempt Position - Competition No. 2023-06
Closing Date: 4:00 pm, Friday, June 16, 2023

The District of Lantzville, a rural seaside community of approximately 4,000 situated just north of Nanaimo, has a career opportunity for a dynamic individual to assume the role of Director of Planning & Community Services. This opportunity is designed for an enthusiastic, highly motivated, skilled individual who excels in municipal small town planning.

Reporting to the Chief Administrative Officer (CAO), the Director of Planning & Community Services is a member of the senior management team and provides advice on planning and development issues. This position is responsible for all land use and development functions including current and long range planning, development permits and bylaw amendments, and processing and coordinating related applications. The professional planning work includes, but is not limited to, the preparation of reports on land use matters, official community plans, zoning bylaws, development permits and presentations at Council/Committee meetings and Public Hearings as required. The Director is responsible for management of licensing, building permitting and inspection services and bylaw services functions and also serves as the Approving Officer, Business Licence Inspector and staff liaison on the Parks and Trails Select Committee, Accessibility Advisory Committee and other committees as determined by the CAO.

The successful candidate will possess a good understanding of sustainable and environmental stewardship and natural asset management, along with comprehensive knowledge of municipal and provincial acts related to municipal planning, and a thorough understanding of development approvals. The work requires strong analytical and problem-solving skills, excellent customer service and communication skills (written and oral) and a demonstrated ability to utilize initiative and creativity in bringing out effective responses to community planning matters. The successful candidate must be capable of working independently with limited supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality.

Qualifications:

- University degree in urban planning or a related discipline plus five years' experience in a planning capacity, or an equivalent combination of training and experience
- Eight years of progressively responsible experience dealing with all aspects of municipal planning
- Membership or eligibility for membership in PIBC and/or the Canadian Institute of Planners desirable

The District offers a competitive salary, excellent benefits package, and supports continued career and professional development.

Qualified applicants should forward a cover letter and detailed resume, by **4:00 pm on Friday, June 16, 2023** to:

Director of Corporate Administration
District of Lantzville, PO Box 100, 7192 Lantzville Road, Lantzville, BC V0R 2H0
Email: tcoates@lantzville.ca

We thank all applicants for their interest; however, only those selected for interviews will be contacted.



District of Lantzville JOB DESCRIPTION

POSITION: Director of Planning & Community Services

DEPARTMENT: Planning & Community Services Department

SUMMARY:

The Director of Planning & Community Services performs highly skilled professional planning work of a complex nature. The work involves applying specialized knowledge for the design, preparation and completion of both long and short-range planning projects which includes development applications, subdivision applications, neighborhood plans, community plan amendments, zoning reviews and comprehensive neighbourhood redevelopment planning studies. The Director is also responsible for management of licensing, building permitting and inspection services and bylaw services functions and serves as Approving Officer. Has high volumes of work and deadlines and involves both inside and outside work. The responsibilities also include staff liaison to Council committees/commissions as required. The Director is responsible for protecting the confidentiality of many planning matters and for exercising care, accuracy and attention to many conflicting interests and objectives when preparing reports, projects, policies and plans, and when researching and assessing development proposals.

DUTIES AND RESPONSIBILITIES:

- Performs research related to land use, zoning, subdivision design control, economics, population, transportation, urban renewal, parks development, recreation, public services, utilities, environmental and social matters.
- Assembles and analyzes data and prepares background reports for use in formulating, comprehensive development and neighbourhood plans.
- Prepares reports or bylaws, as directed for Council consideration, to implement planning policy.
- Provides information, explains policy and interprets related bylaws to builders, developers, government agencies, consultants and the public, and liaises with various internal and external departments, agencies and groups concerning long range municipal development policy and land use control.
- Attends internal and external meetings, acting as the District's representative in a professional planning capacity; analyzes and advises on trends and developments; receives public and other professional input; explains District policies; and prepares related summaries, reports and correspondence.
- Researches, develops, recommends, and applies innovative methodologies and techniques to address planning and policy issues, and ensure cost effective implementation of planning proposals and processes.
- Directs building permitting and inspection services including managing/supervising a building inspection contractor.
- Directs bylaw services including managing/supervising a bylaw officer contractor
- Manages the licensing services, including acting as Business Licence Inspector

- Prepares clear, concise reports to senior administration and to Council related to recommendations on planning policy, approval of plans, etc..
- Informs residents, businesses and other interest groups as to the provisions of the Official Community Plan and Zoning Bylaw and other plans and/or regulations.
- Incorporates asset management best practices in subdivision and development application and approval process.
- Prepares and submits, as required, all *Land Title Act* (LTA) documents for processing and registration.
- Serves as Approving Officer and prepares Preliminary Subdivision Reviews (PSR's)
- Prepares Development Agreements, Phased Development Agreements, LTA section 219 Covenants and other related planning documents.
- Provides applicants and developers with advice and recommendations related to the *Local Government Act*, in particular Part 14, Planning and Land Use Management; the *Community Charter* requirements, specifically registrations on property; and the LTA, Part 7, Division 2 - Subdivision of Land, Division 4 - Approval of Subdivision Plans.
- Provides input and professional advice for site planning and development.
- Provides professional advice and support for zoning bylaw update/rewrites, as well as advice to applicants for rezoning requests.
- Provides professional advice and support for OCP updates/rewrites as well as advice to applicants for OCP amendments.
- Incorporates community amenity strategies when applicable for applicant bylaw amendments.
- Reviews and processes development permit applications for steep slopes, environmentally sensitive areas, form and character and all other development permit areas. Also reviews and processes development variance applications.
- Applies the Development Cost Charges Bylaw to affected applicants and provides input and recommendations to senior management for DCC bylaw amendments.
- Prepares RFPs, RFQs and tender documents, as required.
- Works closely with the Regional District of Nanaimo concerning regional growth strategies as applicable to the District, mapping and other potential intermunicipal undertakings, as required.
- Drafts bylaws or updates as required related to all planning processes including but not limited to, sign bylaw, building regulation bylaw, business licence bylaw, tree protection bylaw, etc.
- Initiates or participates in community engagement and outreach, as required.
- Develops policies, forms and processes/procedures required for all Department services.
- Develops annually the Department budget and five-year financial plan submission.
- Performs related duties, as required.
- Assume the duties and responsibilities of Acting Chief Administrative Officer, as required.

- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Chief Administrative Officer

Positions directly supervised by this position: Planner, Administrative Assistant (Building & Bylaw), support staff and contractors, as required.

EDUCATION, KNOWLEDGE AND SKILLS:**ESSENTIAL:**

Education: University graduation in Urban Planning or a related discipline, plus five years' experience in a planning capacity, or an equivalent combination of training and experience.

Experience: Eight years of progressively responsible experience dealing with all aspects of municipal planning, with demonstrated experience in long range planning and policy, and citizen participation.

Licences/Certificates Class 5 BC drivers' licence

Specific Skills

- Thorough knowledge of the principles, practices, methods, techniques and objectives of urban planning.
- Exceptionally strong oral and written communication and organizational and multi-tasking skills.
- Strong negotiation and conflict resolution skills.
- Thorough knowledge and experience in the principles and practice of public participation.
- Thorough knowledge of the legislation governing planning in British Columbia.
- Ability to develop planning policy, draft bylaws and regulations and incorporate effective procedures.
- Thorough understanding of long range planning and strategic planning concepts.
- Considerable knowledge of Natural Asset Management.
- Considerable knowledge of economics, municipal finances and sociology as applied to urban planning.
- Considerable knowledge of research methods, statistical techniques and of trends and developments in urban planning, and ability to keep abreast of technical changes.
- Ability to establish and maintain effective working relationships with other employees, professionals and the public; and to transmit clearly the principles and requirements of sound planning and development and to express ideas effectively orally and in written or graphic form.

- Ability to assess the impact of development upon the municipality and assess development in the context of existing bylaws and District policy.
- Ability to assess social implications of proposed projects and developments.
- Ability to assign, review and direct the work of support and technical staff and consultants, as required.
- Ability to exercise considerable courtesy, tact, diplomacy and persuasion in a diversity of internal and external contacts that are frequently of a difficult, specialized and sensitive nature.
- Ability to design and prepare concise written reports.
- Ability to maintain records and data source information manually or on a computer terminal.
- Ability to perform Approving Officer duties.

DESIRABLE:

Education: Masters Degree in Urban Planning

Experience: Minimum of eight years directly related Planning experience. A combination of public and private experience is an asset.

Licences/Certificates: Eligibility for membership in the Canadian Institute of Planners and Planning Institute of BC.

Specific Skills Undergraduate degree in GIS mapping.

JOB DESCRIPTION APPROVAL AND DESIGNATION

Full-Time:
Part-Time:
Permanent:
Temporary:
Casual:

ORIGINAL SIGNED

 Signature
 Chief Administrative Officer:

Effective Date: May 26, 2023