

CITY OF COURTENAY: MANAGER OF DEVELOPMENT PLANNING



Reporting to the Director of Development Services, the Manager of Development Planning is responsible for the quality control of land use applications and timelines for approvals to align with Council strategic priorities; updates to the land use bylaws and policies; the preparation of staff reports for bylaw amendments, scoping and managing planning studies, development variance permits; development permits; and other related land use matters. The incumbent also prepares and monitors budgets and manages a team of professional Planning staff.

The Successful Candidate Will Have:

- Degree in Urban Planning or related discipline.
- Graduate Studies is an asset in Planning from a recognize institution.
- Completed Approving Officer Course (MATI) or equivalent.
- Membership, or eligibility for membership, in the Canadian Institute of Planners/ Planning Institute of BC
- Valid BC Class 5 Drivers License
- Considerable (7-9 years) experience in the community planning field with management experience and a focus on development approvals.
- Some experience working within a local government.
- Two plus years as a Deputy Approving Officer/Approving Officer.
- Experience in updating a SDS Bylaw
- Experience in Development Cost Charges or equivalent
- Thorough knowledge of the philosophies, principles, and practices of municipal planning, land development, subdivision, sustainability and design.
- Strong interpersonal, communication, presentation, negotiation, research, problem solving, analytical, and management skills
- Good office computer skills
- Ability to be creative and use sound judgment in making planning decisions
- Ability to prioritize and meet deadlines
- Ability to plan, assign and direct the work of personnel and lead, coach, mentor, and motivate staff in a team environment
- Ability to deal effectively with representatives of government, business and development, the general public, City staff and Council members

Complementary Assets:

- Experience in Urban design, landscape design, active transportation, park planning, civil technology, community services, transit

This is a full-time, union-exempt position, with an annual salary range of \$113,528 to \$129,010 (Pay Band 9). The City offers an optional Flex program and excellent benefit and pension plans. A Supplementary Information Package can be obtained by request from the Consultant, which includes a complete job description and full details of the compensation and benefits. To apply, send your resume and cover letter by **Fri. Sept. 25, 2026** to Tall Cedars Search & Recruitment:

Flo Follero-Pugh, Tall Cedars Search & Recruitment

flo@tallcedars.ca

www.tallcedars.ca