

Position title: Manager of Development Planning	Updated: July 2026	Job Family: Management / Leadership 3
Reports to: General Manager of Planning and Development Services	Direct reports: • Senior Planner – Development • Planners I & II • Planning Services Coordinator	

POSITION SCOPE

The Manager of Development Planning is responsible for the management and provision of current land use planning and application processing services for the electoral areas, in accordance with accepted planning principles, regional district bylaws and requirements established by the board. The position directs comprehensive and complex land use planning, subdivision, Official Community Plan, zoning and policy reviews and the preparation of reports for consideration and approval by the General Manager of Planning and Development Services, Chief Administrative Officer (CAO), the CVRD Board and its committees and commissions. The position directs the appropriate issuance of all development applications, manages the resolution of unique, complex and precedent setting issues with stakeholders, and represents the regional district in legal actions and hearings by providing professional advice and testimony as required. The role has direct responsibility for ensuring that the goals of Planning Services are in alignment with goals of the branch and CVRD.

KEY ACCOUNTABILITIES

Leadership and Operational Management

1. Supports the General Manager of Planning and Development Services in managing the provision of current land use and development planning and application processing services, in accordance with legislation, bylaws and priorities established by the board. Ensures quality standards for deliverables are met by planning staff as well as providing input into development of higher standards when required for planning services delivery.
2. Supervises work assignment to department staff and strategically manages priorities, workload, and performance. Prepares development plans for staff on an annual basis. Provides training and guidance in performance of their duties. Provides ongoing evaluation and feedback to staff with the goal of promoting performance improvement through counselling, coaching and career development. Participates in decisions and issue resolution surrounding staffing of the Planning department.

3. Works closely with the management team of the Planning and Development Services Branch, to develop the annual planning services operating budget. Monitors budget in terms of assigned areas including specific responsibility for staffing of direct reports.
4. Collaborates with the Branch management team on the implementation of the Branch Strategic Plan.
5. Supports interdepartmental collaboration and the development of cross-departmental teams to achieve Board and Branch-level strategic priorities.
6. Develop and implement change management plans as required.
7. Participate as required in emergency operations centre(s) convened by the Regional District and/or member municipalities, or K'omoks First Nation.

Planning Administration and Service Delivery

8. Manages report preparation regarding development and variance permits, Official Community Plan (OCP) and zoning amendments, subdivision, Agricultural Land Reserve, Temporary Use Permits and floodplain exemption applications for review by the General Manager, CAO, committees of the board, and the board.
9. Recommends or authorizes, as per delegated authority, the appropriate issuance of development permits, development variance permits, temporary use permits, subdivision referrals, and external agency referrals while ensuring all legal requirements are satisfied.
10. Ensures that studies, reports and correspondence, and bylaws are consistent with relevant legislation and regional district objectives and reflect the public interest.
11. Supports system improvements and streamlines work processes through proactive problem solving and adapting to changing priorities.

Technical, Policy and Advisory

12. Directs and utilizes staff for completion of comprehensive technical studies and reports regarding complex land use, proactive planning and various land use and development policy matters. Obtains legal and other professional advice as appropriate and prepares reports for review by the general manager, CAO, committees and the board.
13. Undertakes complex negotiations with applicants, interest-holders and the public, and manages a number of development applications, projects and reports simultaneously within prescribed timeframes.

14. Recommends the development and amendment of applicable policies, procedures and bylaws as related to planning services and prepares updated interpretations on behalf of the regional district.
15. Undertakes planning projects of complex and politically sensitive nature.
16. Acts as expert resource for the regional district regarding land use, development and zoning matters. Attends board and committee meetings as required to provide information, consultation and professional planning advice.
17. Maintains subject matter expertise of new techniques, practices and regulations in rural and regional planning.

Interest-holder Relations and Collaboration

18. Collaborates actively with regional district departments to achieve effective cross-functional integration to achieve strategic goals as set by the CVRD and each branch.
19. Liaises with external interest and rightsholders, and members of the public to understand the underlying issues in making decisions that support the achievement of planning objectives.
20. Builds and manages effective relationships with regional district staff and the public including developers, community groups, First Nations, and officials of other levels of government in order to meet objectives, resolve critical issues, provide advice, and remain in the forefront of trends and developments that could potentially impact the regional district.
21. When required, participates in representation of the regional district in meetings with outside agencies, and members of the public, regarding a variety of current planning and development matters. Addresses critical and complex issues and complaints that could lead to community-wide impact or set major precedent for the regional district.

Legal, Risk, and Governance

22. Participates in contract negotiations with consultants and contractors who provide services to the department. Manages relationships, ensures deliverables and performance levels according to agreements, and resolves issues that impact results.
23. Represents the regional district in legal actions and hearings by presenting information and expert witness testimony as required.

Other Duties

24. Performs other assigned duties as required.

QUALIFICATIONS

Education, Experience and Certification *(or equivalent combination where acceptable)*

- Master's degree in community planning, supplemented by university courses in local government, law, sustainability and climate change, public policy and administration.
- Five years experience in a supervisory capacity in regional land use planning in a unionized environment or a suitable combination of experience and education.
- Membership in the Planning Institute of BC / Canadian Institute of Planners.
- Experience in local government planning preferred.
- Emergency management training considered an asset.
- Valid BC driver's licence.

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrated knowledge of:

- federal and provincial legislation relating to the work, including *Local Government Act, Land Title Act, Agricultural Land Commission Act*, contract and municipal law, regional district legislation and other related statutes, laws, regulations and precedents relating to the work.
- Official Community Plan, bylaws, policies, and statutory approval processes.
- philosophies, principles, processes and practices pertaining to land use planning, rural development, zoning and policy review.
- the mandate, operating environment, business objectives, structure and operations of the regional district.
- public consultation, stakeholder engagement, and intergovernmental relations.
- budgeting, resource allocation, and departmental operations management.

Ability to:

- manage complex development applications, priorities, and deadlines.
- interpret and apply legislation, bylaws, policies, and planning standards.
- plan, implement and effectively manage the regional district's current planning function, ensuring compliance with planning bylaws and the priorities of the board.
- lead comprehensive research and technical studies and preparation of reports concerning complex land use planning, planning and policy matters.
- explain planning principles and processes, policies and bylaws to various stakeholders in a respectful manner, make considered and consistent decisions regarding the application and interpretation of regulations and policies, and deal with complaints and resolve conflicts using tact, courtesy and patience.

- understand political issues and exercise sound judgment in politically sensitive, confidential, and precedent-setting matters.
- develop and maintain effective and productive relationships with regional district staff, development proponents, elected and government officials, First Nations, businesses, the general public and other affected interest-holders.
- lead, coach, and motivate staff; assign work, monitor performance, and support professional development.

Demonstrated skills in:

- organizational, analytical, problem-solving and decision-making.
- leadership, consultation, facilitation, consensus building, conflict resolution, negotiation, mediation and interpersonal skills, and strong public service orientation.
- research, writing, communication and presentation skills.
- contract and consultant management.
- advanced level Microsoft Office Suite, with emphasis on presentations and word processing. Strong utilization skills with Adobe Acrobat, Explorer, web utilization skills and SharePoint applications

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date