

## DISTRICT OF PEACHLAND

### DIRECTOR OF PLANNING & DEVELOPMENT SERVICES JOB DESCRIPTION

#### General Accountability:

Reporting to the Administrator, the Director of Planning & Development Services is responsible for planning and land use management, subdivision applications review, and related matters within the District of Peachland.

#### Nature and Scope:

Responsible for land use and sustainable planning general development services, building inspection and bylaw enforcement.

The incumbent is responsible for the day to day provision of planning and land use management services including short, medium and long-range planning activities. The incumbent is responsible for ensuring that applications and issues within the scope of the position are processed/resolved in an effective and efficient manner.

The Director of Planning & Development Services coordinates and administers the District's land use and development approval processes for a wide range of applications, including amendments to the Official Community Plan and Zoning Bylaws, and application of the Development Cost Charges Bylaw, Subdivision and Development Servicing Bylaw, and other applicable regulations.

The incumbent coordinates input from other District departments and external agencies, negotiates with applicants and agents including landowners, developers, architects, engineers and lawyers, prepares reports to the Administrator and/or District Council, directs the enforcement of District Bylaws and policies where necessary, and assists in the development of new policies/regulations where appropriate and/or desirable.

The incumbent will be appointed as the Approving Officer and will be responsible for reviewing all applications in accordance with the regulations set out in the Land Title and Local Government Acts, and the District's Subdivision and Development Servicing Bylaw.

The Director of Planning & Development Services is responsible for ensuring that the District's development approval processes, policies and Bylaws are regularly updated and revised in accordance with changes in statutory authority, Council policy and direction, and community needs.

The incumbent may be required to work with external consultants for major planning and servicing studies, including establishing the terms of reference for those studies, determining and administering the necessary budget, choosing the consultant, supervising the work, and ensuring that deliverables received are satisfactory and on time.

The Director will spend a large portion of each day responding to issues and inquiries from applicants, agents, lawyers, architects, engineers, land appraisers and surveyors and the public relating to development proposals, land use, building issues, subdivision applications, land use management issues, signage and business licenses. The demands of the position require a substantial commitment to, and thorough knowledge of, planning principles, legislation and practice, real estate and land development principles, and other related municipal legislation and law.

Exceptional interpersonal skills, written and verbal communication skills, effective facilitation, negotiation and conflict resolution skills are required of the incumbent. Extensive experience in a local government setting is required as is experience consulting with the public, working with developers, lawyers, architects and engineers and elected officials.

The incumbent is expected to be willing to take on the many varied challenges and exhibit the creativity and flexibility to achieve results in a small community.

Reporting to the Planner is the District's unionized Planning and Economic Development Technician, Development Services Technician and Building Inspector.