



POSITION DESCRIPTION

TITLE: DIRECTOR OF PLANNING AND DEVELOPMENT

DEPARTMENT: DEVELOPMENT SERVICES

ORGANIZATIONAL RELATIONSHIPS

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

SUPERVISES: PLANNING & LAND USE
BUILDING & PERMITTING
ADMINISTRATIVE STAFF

REVISION #: 01: JULY 30, 2025

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO) the Director of Planning and Development is responsible for developing and implementing policies and procedures related to planning & land use administration, and a comprehensive planning program for the District of Summerland. The Director of Planning and Development manages the Planning and Development team to complete land development, building and permitting, and strategic planning projects. This key position also holds the statutory position of Sub-division Approving Officer.

KEY RESPONSIBILITIES

General:

- Manages the District's planning, building permitting and inspection services.
- Provides professional advice to Council, staff and the public regarding the oversight of the corporate strategic direction, decision making and planning, providing managerial experience and departmental and technical/operational insights and perspectives.
- Prepare and present reports and studies on planning issues to Council and its Committees and provincial agencies as requested.
- Attend Council and Committee meetings, public hearings, public meetings and make recommendations, as required.
- Manage stakeholder conflict situations and work with stakeholders with a goal to overcome identified barriers or challenges by building consensus and/or developing recommendations.
- Ensures the effective application of municipal policies, bylaws, applicable legislation and professional best practices pertaining to the work of the department.
- Confer and cooperate with District of Summerland departments, staff, and volunteers, and with local, regional, government and other relevant agencies to ensure the District's goals and objectives are met and this position's duties are completed.
- Administration of all land use and development functions including community planning, development processing, variance and bylaw amendment processing.
- Provides advice on interpretation of the District of Summerland bylaws, departmental policies and procedures, provincial statutes and regulations, for staff, the public, and government agencies.
- Prepares the budget for the Planning and Development department and works within the set budget.

- Works to maintain their professional designation, and to keep up to date on current planning practices, legislative changes, and other related professional planning.
- Coordinates with the Manager of Planning and Sustainability on current and long-range planning, staff management, and provides guidance, support and mentorship to the Manager.
- Lead, manage and oversee performance management of departmental staff including performance reviews, the development and implementation of individual training and development programs, and progressive discipline.
- Consistently uphold and demonstrate professional ethical standards when conducting professional duties internally and externally.
- Performs other duties as required.

Planning:

- Responsible for all land use planning and development functions.
- Develops, reviews and updates the Official Community Plan, regulatory bylaws and policies.
- Implementation of Official Community Plan, DCC Bylaw, Zoning Bylaw, long-range planning projects and other related development issues.
- Research and prepare planning reports on development applications.
- Responsible for the project management of planning and special projects or studies related to population, land use, development trends, municipal zoning, parks and recreation zoning and location, environmental, economic development, strategic planning, and other related matters.
- Reviews and processes documentation submitted in support of amendments to the Zoning Bylaw and OCP, Development Permits, Temporary Use Permits, Development Variance Permits and Subdivision applications.
- Reviews building permit applications for compliance with subdivision and/or zoning regulations, procedures, Official Community Plan policies, development permit guidelines and other applicable bylaws and policies.
- Oversee and coordinate proposed subdivision projects with external agencies and consider the recommendations from the Director of Works and Infrastructure in the review and approval process.
- Manages referrals to stakeholders related to planning applications. Consults and negotiates with professional engineers, architects, engineering associates and other staff and agencies, to ensure that subdivision development complies with relevant legislation, bylaws and various policies and procedures.
- Works with property owners, consultants, contractors, and developers to resolve issues on complex or challenging development proposals and agreements.
- Conducts research and analysis related to residential, commercial, recreational, environmental and social planning issues.
- Responds to enquiries from internal staff, external agencies and the public on land use and development matters.
- Assists planning staff in the preparation of planning reports, studies and projects.
- Responsible for the review and signing of all of the department's staff reports to Council to ensure compliance with Municipal, Provincial planning and related legislative requirements.

Building & Development:

- Ensures the District follows and adheres to the BC Building Code and related Codes.
- Ensures building permit applications are processed in a timely manner and are in compliance with related provincial statutes and regulations.
- Works in coordination with Corporate Services for the issuance of Stop Work Orders and related orders for buildings.
- Supports the Building Officials in the implementation and enforcement of provincial building and plumbing codes and municipal bylaws relating to building construction.
- Provides technical advice and guidance as it relates to related Building bylaws, policies, and application procedures and requirements.
- Reviews building permit applications, for compliance with subdivision and/or zoning regulations, procedures, Official Community Plan policies, development permit guidelines and other applicable bylaws and policies.
- Directs building permitting and inspection services including managing/supervising the Building Officials.
- Provides guidance and support to the Building Officials for complex applications.

QUALIFICATIONS, SKILLS AND ABILITIES

- University degree in urban planning, public administration, business administration, urban geography, or a related discipline.
- Master's degree in planning is preferred.
- A minimum of 5 years' professional planning experience, including executive leadership and supervisory roles in a unionized local government setting.
- Experience and knowledge of economic development in a Municipal and Local Government capacity is an asset.
- Experience in an Approving Officer capacity is an asset.
- A management and or leadership certificate is an asset.
- Membership in good standing with the Canadian Institute of Planners and an RPP designation with the Planning Institute of BC is preferred.
- Fully conversant with development legislation, policies and regulatory and financial requirements.
- Effective in engaging with a public audience and understands political acumen.
- Thorough knowledge of subdivision, land use planning, rezoning regulations and procedures, and environmental issues associated with land development.
- Strong written and oral communication skills.
- Considerable knowledge of policies and procedures, and bylaws related to planning, building and bylaw enforcement.
- Demonstrates excellent project management skills, particularly within complex, high profile, large- scale, or time-sensitive projects.
- Thorough knowledge of planning principles, theory and best practice, legislation and practise, real estate and land development principles, and other relevant municipal legislation and law.
- Ability to read and understand technical drawings related to planning and development, land use and subdivision applications and projects.
- Strong working knowledge of BC Legislation, regulations, legal frameworks and procedures that regulate planning and development.
- Demonstration of superior facilitation, problem solving, and project management.
- Sound knowledge of budget preparation and control.
- Excellent time management and organizational skills, along with adaptability in responding to unexpected or changing priorities.
- Demonstrated people management skills and related management and leadership skills.
- Ability to effectively lead, coach, and motivate staff in a team setting.
- Proven leadership abilities, emphasizing a culture of efficiency, continuous process improvement, and accountability within a team.
- Demonstrated experience in developing and mentoring employees for growth and challenging roles.
- Exceptional relationship building skills with the ability to quickly establish credibility, trust and presence.
- Success in promoting and maintaining a work environment that fosters teamwork, initiative, accountability, diversity, and innovation.
- Demonstrated conflict management skills, and ability to establish a safe working environment.
- Valid Class 5 B.C. Driver's License.