

	Title: Director of Development Services	<i>Date:</i> April 2019
	<i>Department:</i> Development Services	
	<i>Classification:</i> Exempt	

Nature and Scope

Reporting to the CAO, the Director of Development Services is accountable for a broad range of physical, social and community planning and development matters in order to achieve Council's policies and development objectives while meeting community needs.

Reporting directly to the Director of Development Services are three positions, as follows:

Deputy Director of Development Services – assists in all activities listed below and in the absence of the Director of Development Services, assumes responsibility for the Department.

Manager of Building and Licensing – accountable for the inspection of all commercial, industrial, institutional and residential construction to ensure compliance with appropriate codes, regulations and bylaws and the administration and enforcement of business licensing in the City.

Clerk/Receptionist –provides clerical support for Department and processes all business license applications, utilizing Tempest program.

Illustrative Examples of Work

1. Responsible for identifying and researching planning issues and for developing and administering comprehensive plans, programs, policies and regulations for the physical growth and the social development of the community and for the preparation and updating of the Official Community Plan and Zoning Bylaw.
2. Researches and develops plans and policies for projects or problems of a particularly complex or politically sensitive nature. Has frequent contact with other members of the Senior Management Team to gather input on planning policies and development decisions. Plans or studies are presented to the CAO, Advisory Planning Commission and City Council.
3. Manages the processing and formal approval of development applications relating to the official community plan, zoning bylaw, development permits,

development variance permit applications, land use contracts applications, agricultural land commission applications, liquor license applications and provides information and assistance to the public regarding land use and development matters.

4. Performs the statutory duties of the subdivision *Approving Officer* under the Land Title Act and directs the subdivision approval function including, full scrutiny of applications with respect to municipal bylaws and public interest, negotiates with applicants with respect to works obligations, issuance of approval and all related correspondence, preparation of essential documentation (e.g. rights-of-way, easements, restrictive covenants, servicing agreements).
5. Responsible for negotiation with applicants regarding development projects, prepares documentation, establishes and collects Development Cost Charges and other related fees, administration of all security (e.g. performance and maintenance), cost recoveries (latecomer agreements) related to the above.
6. Administers and directs the operation of the Building Inspection and Licensing Division which is responsible for all phases of field inspections, building plan checking and business licence issuance and enforcement. Responds to inquiries and complaints from developers, engineers, designers and the general public and resolves problems related to building issues, particularly those of a more complex and contentious nature relative to interpretation and enforcement issues. Reviews plans and conducts field inspections as required.
7. Participates in various external committees to exchange information and provide the City's perspective as it relates to those committees and agencies. Meets with various consultants, contractors, developers, other business representatives, government officials and the public on planning, development and building matters.
8. Prepares annual budgets for operating and capital budgets for the Department. Answers detailed questions from the CAO and Council regarding budgets and the needs, priorities and improvements required.
9. Responsible for the hiring, performance, training and discipline of departmental staff. Evaluates the work of all Department staff, provides guidance on professional and politically sensitive issues and identifies needs and opportunities for their development. Represents the employer in grievances and handles Department labour relations matters.
10. Undertakes or contracts for studies and community surveys and directs the work of consultants contracted for special projects.
11. Prepares amendment bylaws relating to official community plan and zoning bylaws, land use contract bylaws, business licensing bylaw, building and plumbing bylaw.

Required Knowledge, Abilities and Skills

Thorough knowledge of:

- Theory, principles, practices and techniques of community development planning, building inspection, code enforcement, and related community development services;
- Applicable federal, provincial and local laws, codes and regulations governing the administration of planning and community development; and
- Local Government Act, Community Charter, Environmental Protection Act and other Federal and Provincial acts pertaining to the functions of the Department.

Ability to:

- Plan, direct and integrate broad, comprehensive planning and community development programs and services;
- Analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action;
- Respond knowledgeably to questions from the CAO, Council and the Senior Management Team on the operating and capital budgets and the needs of the Department
- Present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, provincial and federal law and regulations governing land use planning and community development;
- Evaluate management practices and adopt effective courses of action;
- Develop clear, concise and comprehensive technical reports, correspondence and other written materials;
- Exercise sound, expert independent judgment within general policy guidelines; and
- Establish and maintain effective working relationships with the City Council, Planning Commission, other committees and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work.

Desirable Training and Experience

1. Masters Degree in community or regional planning recognized by the Canadian Institute of Planners.
2. 7 to 10 years of related experience with a minimum of 3 years at the management level.

Required Licences, Certificates and Registrations

1. Registration as a Member of the Canadian Institute of Planners.
2. Valid Class 5 Driver's Licence for the Province of British Columbia.