DISTRICT OF UCLUELET

Manager of Community Planning

Background

Reporting to the Chief Administrative Officer (CAO), the Manager of Community Planning is an integral part of the senior management team and works to oversee and advance short and long-term development, policies, and programs related to the physical, economic, environmental, and social aspects of the community. The position is responsible for ensuring that the District's plans, policies, and reports are professional and appropriate to serve the District's current and future needs. Other duties include working with the development community, managing departmental budgets, and attending meetings of Council, committees, and commissions and other regional bodies as required.

Key Responsibilities

- Oversees the planning functions at the District including short and long-term planning initiatives.
- Provides direction to the planning department staff including the Building Inspector.
- Duties include oversight of land development application processing, planning reports to Council, and major planning policies and studies, often involving a multi-disciplinary approach for the consideration of Council.
- Prepares and provides regular reviews and updates to the Official Community Plan, community plans, heritage plans, sign bylaws, development cost charge bylaws, subdivision servicing bylaws, and other related planning documents.
- Liaises with developers, engineers, lawyers, consultants and outside agencies.
- Performs duties as the Approving Officer for the District and reviews and negotiates servicing agreements.
- Deals with confidential and sensitive information on a regular basis.
- Provides an avenue for public engagement in Planning Processes and ensures dialogue between the community and District planning processes.
- Assists in providing leadership and a collaborative relationship with the Management Team on joint projects and policy decisions.
- Ensures best practices for community sustainability and climate action are integrated into recommendations to the CAO and Council.

Required Knowledge, Skills, and Abilities

- Exceptional knowledge of applicable planning and land use legislation.
- Ability to manage multiple projects to meet required objectives and deadlines.
- Thorough knowledge of the principles, practices and tools of local area community planning combined with direct experience at the local government level.
- Ability to establish sound and effective working relationships with others.
- Demonstrated communication and presentation skills with the ability to explain complex technical and non-technical issues to stakeholders.

Required Qualifications

- Master's Degree in Planning, or related field.
- Membership with the Planning Institute of BC and the Canadian Institute of Planners.
- Minimum 5 years experience in a supervisory role in the planning field.