

POSITION TITLE:	Director of Development Services	POS. NO:	130
DEPARTMENT & DIVISION:	Development Services	EFFECTIVE DATE:	March 2015
REVIEWED OR AMENDED DATE:	October 2026	APPROVED BY:	Chief Administrative Officer

POSITION FUNCTION

Reporting to the Chief Administrative Officer (CAO), the Director of Development Services provides strategic leadership and executive oversight of the Township's planning, development, subdivision, and building functions. The Director is a member of the Senior Leadership Team and contributes to the development and implementation of corporate goals, Council priorities, and organizational initiatives.

The Director supports Council and the CAO in advancing the Township's long-term vision through effective land use planning, growth management, housing initiatives, development policy, and community development. The Director serves as the Township's principal advisor on planning and development matters and provides leadership in the development, implementation, and continuous improvement of planning frameworks, regulatory processes, and development initiatives that support Council's strategic objectives.

KEY DUTIES

- Provide strategic leadership and direction for all planning, development, subdivision, and building service functions within the Township.
- Lead the development, implementation, and review of the Official Community Plan, housing initiatives, land use policies, development regulations, and other long-range planning strategies.
- Provide expert advice and recommendations to Council, the CAO, and the Senior Leadership Team on planning policy, development matters, growth management, housing, infrastructure coordination, and emerging legislative requirements.
- Oversee the Township's development approval framework to ensure development applications are processed efficiently, consistently, and in alignment with Council policy, legislative requirements, and community objectives.
- Identify and evaluate emerging planning, development, demographic, economic, and legislative trends and recommend strategies to address opportunities and challenges facing the Township.
- Lead major planning initiatives, development projects, and community-building opportunities that advance Council priorities and strategic objectives.
- Represent the Township in regional, provincial, and intergovernmental initiatives related to

planning, development, housing, infrastructure, and growth management.

- Collaborate with internal departments to ensure planning, infrastructure, transportation, parks, environmental, and financial considerations are integrated into development and growth planning initiatives.
- Build effective relationships with residents, developers, community organizations, government agencies, Indigenous communities, and external stakeholders to support collaborative decision-making and successful project outcomes.
- Contribute to Township-wide leadership and culture, enabling effective service delivery across departments and participating as a high-functioning member of the Senior Leadership Team.
- Develop and administer departmental operating and capital budgets and provide recommendations regarding long-term resource requirements.
- Provide effective leadership, team building, and overall management functions.
- Support employee relations, workforce planning, recruitment, succession planning, and labour relations matters.
- Serve as the Township's appointed Subdivision Approving Officer and exercise statutory authority related to subdivision approvals in accordance with provincial legislation and municipal policy.
- Performs other related duties as assigned.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Model the Township's core values in all program activities.
- Demonstrated strategic leadership in organizational management, municipal planning, and development services.
- Extensive knowledge of community planning, growth management, development approvals, local government legislation, and municipal governance.
- Strong political acumen and ability to effectively advise on complex and sensitive planning matters.
- Ability to balance community interests, Council priorities, legislative requirements, and economic considerations in decision-making.
- Strong communication, negotiation, facilitation, and relationship-building skills.
- Ability to lead organizational change, manage competing priorities, and achieve results in a dynamic municipal environment.
- Collaborative leadership style with high emotional intelligence, sound judgment, and a solutions-focused approach.
- Computer skills – MS Office Suite, geographic information systems, and permit tracking systems.

- Excellent verbal, written, and presentation skills including a demonstrated proficiency in writing, evaluating, and presenting technical reports, business cases, and Council reports.
- Experience and knowledge of related statutes, regulations, and policy including the: *Community Charter, Local Government Act, Land Titles Act, Strata Property Act*, and the *Environmental Management Act*.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

- Undergraduate and a related Post Graduate Degree in Planning, or a related discipline.
- Current and valid Class 5 BC driver's licence.
- Eligible for membership in the Canadian Institute of Planners.

Experience:

- Minimum of 7 years of senior development services management/leadership experience working in a municipal setting.

Or:

- An equivalent combination of education, training, and experience.

OTHER/PROVISIONS

- Required to attend evening Council, Committee, Public Hearing, and community meetings as necessary.
- Required to maintain membership in applicable professional associations.
- Required to provide criminal record clearance related to the position.