



District of 100 Mile House

385 Birch Avenue, P.O. Box 340, 100 Mile House, British Columbia Canada V0K 2E0
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DIRECTOR OF PLANNING JOB DESCRIPTION

POSITION:	Director of Planning
CLASSIFICATION:	Management
REPORTS TO:	Chief Administrative Officer (CAO)

POSITION SUMMARY

Reporting to the District Chief Administrative Officer the Director of Planning provides and coordinates planning services to serve both residential and business community alike, including all manners of development initiatives. Time commitment to each function will vary.

JOB DUTIES

- Performs specialized professional level planning work in the processing of development applications, including all manner of commercial and industrial development applications and policy development.
- Reviews Building Permit applications and Business Licence applications for compliance with the Zoning Bylaw, Official Community Plan, Development Cost Charge Bylaw and any Council planning/land use policy.
- Participates in the development of administrative and technical systems, methods, and procedures utilized in the Planning, Development and Community Services Division.
- Responds to enquiries and correspondence from business, realtors, other District departments, consultants, developers and various other groups concerning matters of policy, bylaws, and plans governing growth, development and land use control.
- Coordinates the preparation and execution of restrictive covenants, statutory right-of-way, easements and development agreements related to zoning and subdivision matters.
- Carries out on-site inspections related to assigned projects

- Writes reports, bylaws and studies related to planning, development applications, land use, development and subdivision matters, development guidelines and associated information materials, including presentations to Council and Public Hearings, as required.
- Implements and interprets bylaws and plans.
- Serves as District Approving Officer carrying out functions as defined in Division 3 “Appointment, Powers and Duties of Approving Officers” of the Lands Title Act.
- Coordinates the referrals and advertising, and writes reports related to liquor licensing applications and Agricultural Land Reserve applications.
- Coordinates Public Hearings and information meetings, as required.
- Undertakes research and field inspections
- Coordinates the operation of a Technical Steering Committee for major development applications, as required
- Liaises with First Nations, School District, Agricultural Land Commission, Ministry of Transportation and Infrastructure, Cariboo Regional District, adjacent jurisdictions and other agency staff, as required.
- Develops and maintains relationships with the South Cariboo business community including the Chamber of Commerce, Northern Development Initiative Trust, CCBAC, and other area community governments
- All persons employed by the District of 100 Mile House will be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.

NOTE: The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

The incumbent may encounter information associated with the privacy of individual or that is sensitive in nature; accordingly, confidentiality must be always maintained.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Demonstrates a high level of professionalism
- ❖ Thorough knowledge of the methodologies utilized to prepare, update and utilize zoning bylaws, land use plans and studies, including accepted statistical and research techniques
- ❖ Thorough knowledge of local government, provincial, and federal planning legislation and regulatory requirements.

- ❖ Considerable knowledge of economics, municipal finances, and sociology, as applied to urban planning
- ❖ Demonstrated exceptional customer service skills
- ❖ Must have an extensive knowledge of all requirements, tools, instruments and mechanisms associated with and available to Planning
- ❖ Thorough knowledge of and ability to use Microsoft Office programs

REQUIRED EDUCATION AND EXPERIENCE

- ❖ Thorough knowledge of the principals, practices, methods, techniques and objectives of urban planning evidenced by completion of requirements to attain PIBC and MCIP designation and/or a degree in Urban Planning or related field.
- ❖ Minimum 7 years progressively responsible current planning experience, with particular emphasis on commercial development
- ❖ Extensive experience in the processing of development permits, variance permits, rezoning, subdivision and other development applications.
- ❖ Eligible for membership in the Planning Institute of BC and the Canadian Institute of Planners
- ❖ An equivalent combination of related education and experience may be considered.

Revised: June 2026

Wage As Per District Exempt Policy: \$90,724 - \$112,071.