



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** SENIOR PLANNER

**DEPARTMENT:** DEVELOPMENT SERVICES

**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION

**PAY GRADE:** PAY GRADE 19

**LAST UPDATED:** NOVEMBER 2022 (under review)

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### NATURE AND SCOPE OF WORK

Reporting to the Manager of Development Services, this is a senior professional role for an experienced planner working within a strong team of land use professionals. The position requires advanced land use planning and subdivision experience of significant complexity and variety, a high degree of independence, leadership and inter-departmental collaboration.

The Senior Planner is expected to advise Council from time to time, is responsible for assisting with corporate functions related to planning and land use and related matters and is responsible for assisting the Manager in the coordination of subdivision activities. This position requires a significant level of strategic thinking and the ability to consistently make sound judgement on decisions that may have significant consequence for the City and larger community.

### TYPICAL DUTIES AND RESPONSIBILITIES

- Leads and manages current planning applications under the *Local Government Act* of complex nature as it relates to OCP amendment, rezoning and subdivision. May be required to support additional current planning applications including Comprehensive Development,, Development Permit, Development Variance Permit and other.
- Reviews and processes planning and development applications and comments on pre-application proposals for compliance with regulatory requirements by reviewing for conformance with the bylaws, regulations and policies of the City.
- Reviews and processes subdivisions under the *Land Title Act* and *Strata Property Act* for residential, commercial, and industrial developments. Prepare Preliminary Layout Assessments (PLA) and facilitates final subdivision applications for signature.
- Liaises with internal departments and external agencies and provides support in connection with subdivision approvals.
- Meet with residents, developers, solicitors, and legal surveyors and provides consistent and proactive customer service.
- Works collaboratively within the Development Services team and with all City departments to achieve current planning objectives and the strategic initiatives of the City.



- Coordinates and participates in a cross-departmental Development Review Committee team and liaises with other internal and external departments and agencies including elected officials, applicants, First Nations, agencies, stakeholders, and the public.
- Reviews, processes, and facilitates legal documents including Development Agreements.
- Where necessary, prepares reports and recommendations for Committee and Council.
- Provides professional planning advice to Council, other staff, external agencies, and advisory committees and attends Committee and Council meetings including presentation to Council and Public Hearings, as required.
- Provides leadership to and some functional supervision of other planning staff through coaching, resolving interpretation matters, and providing guidance on day-to-day procedural and operational issues.
- Responds to land use services inquiries from the public and developers regarding interpreting relaying the Land Use Bylaw regulations, development application requirements, application status updates, subdivision requirements and other general planning related questions.
- Liaises with the Engineering department and Building department throughout development approval process to ensure interdepartmental tracking of development projects and smooth transitions between pre-application, rezoning, development permit, on and offsite infrastructure approvals and building permit stages as necessary.
- May be required to perform technical and administrative work in the department, including counter and telephone inquiries.
- Conduct field visits, as required.
- Other duties and responsibilities, as required by the Manager.
- In the event of a local emergency when the City of Colwood activates its Emergency Operation Centre and after ensuring the safety of family and property, reports to the Emergency Operation Centre if/as required and assists with the implementation of the Emergency Plan.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- A university degree (Masters is preferred) from a recognized institution in a related field (urban planning, geography, environmental science, architecture, engineering).
- Minimum 7 years of professional experience in a local government setting in British Columbia, preferably in a role that supported the Approving Officer function; an equivalent combination of education and experience may be considered.
- Certified Member (RPP) is preferred or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.
- Completion of the MATI Statutory Approving Officer Course is considered an asset.
- A valid Class 5 BC Driver's License is an asset.



### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge and experience in land use planning principles and practices.
- Working knowledge of the *Community Charter* and the *Local Government Act* as they relate to planning and development and the *Land Title Act* and *Strata Property Act* as they relate to subdivision.
- High attention to detail with superior report writing capability.
- The ability to exercise courtesy, tact, and diplomacy in the exchange of information with internal team members and external contacts.
- Strong leadership skills with the ability to mentor and support more junior team members.
- Strong written and oral communication skills, public relations skills and practical problem-solving ability.
- Ability to work effectively, efficiently and economically with minimal supervision, as well as being able to perform well under pressure while dealing with contentious matters.
- Personal insight and rapport: demonstrates Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right.
- Demonstrate understanding and application of the following competencies:
  - a. Adaptability: Willingness to be flexible in a changing environment.
  - b. Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - c. Effective Communication: Communicates effectively with others.
  - d. Problem Solving: Recognizes and acts to resolve problems.
  - e. Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - f. Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - g. Customer Focus: Provides excellent service to both internal and external customers.

### **Working Conditions / Job Environment**

Work is primarily conducted in an office environment, although on-site visits in the field are common. The City is undergoing a high volume of applications and this position may be subject to pressure and challenge caused by the high demand for planning services and programs in a highly collaborative atmosphere. The position requires a thorough understanding of planning and community development and the incumbent must have the ability to think innovatively and adapt to changing priorities while working under the general direction of the Manager. The incumbent must establish and maintain effective working relationships with municipal officials and City employees, and to meet with and successfully serve the public on an ongoing basis.