



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: JANUARY 2022 (under review)

NATURE AND SCOPE OF WORK

This is a full time Union position under the direction of the Director of Development Services and reporting to the Manager of Development Services. This is a senior professional planning role involving a high degree of independence. It also requires advanced planning experience of significant complexity and variety.

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 the activities of the Development Services Department. 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

1. Leads and manages current planning applications under the *Local Government Act* of complex nature including, but not limited to Comprehensive Development, OCP amendments, Rezoning, and Development Permitting.
2. Assists and/or leads current planning policy and land use initiatives including, but not limited to Area Plans, Land Use Bylaw updates, subdivision, and other bylaws and policies related to land use and sustainability.
3. 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.
4. Works collaboratively within the Development Services team and with all City departments to achieve current planning objectives and the strategic initiatives of the City.
5. 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.
6. Reviews, processes, and facilitates legal documents including Development Agreements.
7. Prepares reports and recommendations for Committee and Council.



8. Provides professional planning advise to Council, other staff, external agencies, and advisory committees.
9. Provides leadership to and management of other planning staff through coaching, resolving interpretation matters, and providing guidance on day-to-day procedural and operational issues.
10. 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 and other general planning related questions.
11. Attends Committee and Council meetings including presentation to Council and Public Hearings, as required.
12. Prepare Preliminary Layout Assessments (PLA) and support land use requirements for subdivision under the guidance of the Approving Officer.
13. Liaises with the Approving Officer and Engineering team 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.
14. May be required to perform technical and administrative work in the department, including counter and telephone inquiries.
15. Conduct field visits, as required.
16. Other duties and responsibilities, as required by the Manager.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

1. 7 – 10 years of professional experience.
2. A university degree from a recognized institution in a related field (urban planning, geography, environmental science, architecture). A master's degree, previous local government experience, or expertise in urban design, transportation, or subdivision is considered an asset. An equivalent combination of experience and education may be considered.
3. Certified Member (RPP) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.
4. Must have a valid Class 5 BC Driver's License.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge and experience in land use planning principles and practices.
2. High attention to detail with superior report writing capability.
3. The ability to exercise curtesy, tact, and diplomacy in the exchange of information with employees and external contacts.



4. Public presentation experience.
5. Working knowledge of the *Community Charter* and the *Local Government Act* as they relate to planning and development.
6. Knowledge of research and data collection methodologies.
7. Strong written and oral communication skills, public relations skills and practical problem-solving ability.
8. 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.
9. 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.
10. 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.

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