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|  | **COWICHAN VALLEY REGIONAL DISTRICT**  **JOB DESCRIPTION**  **December 2023** | **Position Category** | **Environmental Planner I/II/III** |
| **Department:** | **Land Use Services** |
| **Division:** | **a. Development Services; or**  **b. Community Planning; or**  **c. Strategic Initiatives** |
| **Reference:** | **Unionized – CUPE 358** |

**General Accountability & Purpose of the Job:**

Reporting to the Manager, Development Services, Manager, Community Planning or the Manager, Strategic Initiatives, the Environmental Planner I / II / III provides professional environmental expertise in support of land use planning and development, policy and regulatory review and development, and bylaw compliance and enforcement. The Environmental Planner works collaboratively with staff of Land Use Services, as well as other CVRD divisions and departments, qualified professionals, external agencies and First Nations on development applications, bylaw enforcement issues, long range planning initiatives and related matters. The Environmental Planner provides exemplary service to others in order to further the CVRD Board’s strategic priorities in relation within their area of professional competency.

**Typical Job Duties:**

***Environmental Planner I***:

1. Reviewing and processing development applications and referrals from CVRD divisions and external agencies, with emphasis on environmental matters.
2. Conducting site inspections and field research in conjunction with development applications, building permits, bylaw compliance and enforcement investigations, and community planning initiatives.
3. Advising bylaw enforcement officials and other staff in relation to land use bylaws and applicable legislation.
4. Verifying that building permit applications comply with applicable land use regulations and development permit requirements.
5. Supporting major projects and planning initiatives such as official community plans, local area plans, regional plans and similar initiatives.
6. Liaising with administrative support staff on referrals, public notice processes, and public hearings to meet legal requirements and ensure standard operating procedures are followed.
7. Liaising with applicants, qualified professionals, government agencies, lawyers, First Nations and other stakeholders in relation to development applications.
8. Supporting improvements to development application procedures and standard operating procedures in order to improve the quality, efficiency and transparency of CVRD Land Use Services.
9. Responding to enquiries in a polite and timely manner.
10. Conducting qualitative and quantitative research.
11. Participating in various meetings such as CVRD Board, Committee and Commission meetings, community information meetings and public hearings; preparing and presenting staff reports and providing technical advice and recommendations as needed.
12. Any other related duties or tasks as assigned.

***Environmental Planner II:***

1. All Environmental Planner I duties and tasks.
2. Managing applications to the Board of Variance, liaising with administrative support staff on Board of Variance procedures, and serving as technical staff resource during Board of Variance proceedings.
3. Preparing grant applications on behalf of Land Use Services Department. Monitoring grant funding expenditures and preparing reports for funding agencies.
4. Reviewing and drafting CVRD Board policies and bylaws.
5. Developing and conducting surveys and questionnaires to gather public input in relation to policy review, regulatory review and other community planning initiatives.
6. Developing marketing, promotional and education strategies and materials, and communicating strategies and materials to the public in consultation with CVRD communications personnel.

***Environmental Planner III:***

1. All Environmental Planner I and II duties and tasks.
2. Managing projects from inception to completion, while adhering to budgets and timelines, minimizing corporate risk, and producing required deliverables.
3. Coordinating meetings with the public, external agencies, First Nations and other stakeholders in relation to development applications, policy and bylaw development and amendments, and referrals processes.
4. Supporting advancement of CVRD Board strategic priorities through participation in regional planning roundtables and working groups.
5. Coordinating with other CVRD departments and divisions on corporate and interdisciplinary initiatives.
6. Coordinating with external agencies and First Nations to support collaborative working relationships and intergovernmental process enhancements.

**Organizational Relationship:**

The Environmental Planner I / II / III reports to the Manager, Development Services, Manager, Community Planning or the Manager, Strategic Initiatives.

**Qualifications:**

Education

***Environmental Planner I/ II / III***

* Completion of an undergraduate degree in science, engineering, environmental planning or a related field.
* Completion of a master’s degree is preferred.

Experience

***Environmental Planner I:*** minimum of two (2) years of related experience, preferably in BC local government or Provincial government.

***Environmental Planner II***: minimum of four (4) years of related experience, preferably in BC local government or Provincial government.

***Environmental Planner III:*** minimum of eight (8) years of related experience, preferably in BC local government or Provincial government.

Completion of a master’s degree may reduce the required years of related experience by one (1) year.

Occupational Certification

***Environmental Planner I / II:***

* Qualified Environmental Professional (QEP) in BC or eligible to become a QEP within 6 months
* BC Registered Professional Biologist (RPBio) is preferred
* Certified member in good standing of the Canadian Institute of Planners (MCIP) is preferred
* Valid Class 5 BC Driver’s Licence

***Environmental Planner III:***

* Qualified Environmental Professional (QEP) in BC
* BC Registered Professional Biologist (RPBio) is preferred
* Certified member in good standing of the Canadian Institute of Planners (MCIP) is preferred
* Valid Class 5 BC Driver’s Licence
* Project Management Professional (PMP) certification is preferred

An equivalent combination of education, training and experience may be considered.

Knowledge

**Environmental Planner I / II / III**:

* Knowledge of the BC *Local Government Act* applicable to land use and environmental planning
* Knowledge of current regulations, reporting requirements, theory, principles and best practices applicable to planning and development
* Knowledge of the Riparian Areas Protection Act and Regulations
* Knowledge of the Environmental Management Act and Regulations
* Knowledge of MS Office programs, including Word, Excel, PowerPoint, and Outlook
* Knowledge of geospatial analysis and environmental data using Geographic Information Systems (GIS) and thorough working knowledge of species and ecosystems databases
* Knowledge of Adobe Creative Suite, including Acrobat and InDesign
* Knowledge of quantitative and qualitative research methods
* Knowledge of electronic meeting and communications techniques
* Knowledge of regional district land use planning authority and jurisdictional limitations
* Knowledge of evolving case law applicable to planning and development in the BC local government context
* Knowledge of Cowichan Valley terrestrial and aquatic species and ecosystems is preferred

Skills & Abilities

***Environmental Planner I***:

* Ability to understand and apply policy, legislation, bylaws, regulations, agreements and procedures applicable to job duties and tasks
* Ability to effectively operate a PC in a Microsoft Office environment as well as computer aided graphic design software
* Ability to participate effectively in a team and contribute to problem solving
* Ability to establish and maintain respectful and effective working relationships with applicants, the public, elected officials, external agencies, First Nations and other employees
* Ability to communicate effectively both verbally and in writing
* Ability to proficiently use grammar, spelling and punctuation
* Ability to analyze data, prepare written correspondence and reports, prepare and make presentations to staff, the public, and elected officials
* Ability to remain up to date in current planning theory and practice
* Ability to work independently under pressure and to deadlines
* Ability to effectively organize and prioritize work
* Ability to create and maintain accurate records in accordance with corporate policies and standards

***Environmental Planner II***:

* All Environmental Planner I skills and abilities
* Ability to critically analyze and propose creative solutions to complex planning and development problems
* Ability to successfully complete assigned tasks with minimal supervision
* Ability to clearly convey complex, technical information to different audiences, including but not limited to elected officials, applicants and the general public
* Ability to organize and conduct public engagement processes
* Ability to facilitate discussions with community and stakeholder groups
* Ability to manage and reconcile conflict

***Environmental Planner III***:

* All Environmental Planner I and II skills and abilities
* Ability to effectively manage projects from inception to completion, while adhering to budgets and timelines, minimizing corporate risk, and producing required deliverables
* Ability to lead teams, while encouraging team members and balancing diverse perspectives
* Ability to balance stakeholder needs and expectations with project objectives
* Ability to build shared understanding and reach consensus
* Ability to support positive organizational change