



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: PLANNER II; CLIMATE ACTION AND GRANT ADMINISTRATION

DEPARTMENT: COMMUNITY PLANNING

POSITION TYPE: FULL-TIME UNION POSITION

PAY GRADE: PAY GRADE 16

LAST UPDATED: DECEMBER 2022 (Under Review)

NATURE AND SCOPE OF WORK

Reporting to the Director of Community Planning, the Planner II is responsible for the coordination of policy development and implementation of activities to address various Official Community Plan priorities including climate change mitigation and adaptation, sustainability, and enhancement of the social well-being of the City. This position will oversee projects involving climate action land use policies and planning, green building research and implementation, and corporate sustainability initiatives. This position is also responsible for grant administration including surveillance for new grant opportunities, making grant applications, and assisting with post-award requirements. The Planner II works collaboratively across City departments, with other levels of government, First Nations, community-based organizations, social agencies, businesses, and residents. The Planner may also be called upon to support Development Services operations by assisting with land use planning and development processes.

TYPICAL DUTIES AND RESPONSIBILITIES

- Manage projects related to policy development and the creation of new initiatives.
- Support the Director of Community Planning in the implementation of climate change mitigation and adaptation strategies and actions.
- Assist City departments in work related to the assessment of potential climate impacts associated with various City decisions.
- Support the administration and implementation, including program development and review, of the Official Community Plan.
- Provide informational and administrative support to various City committees and initiatives such as the Colwood Economic Prosperity Roundtable Program.
- Compile, maintain, and analyze City data sets including metrics associated with greenhouse gas emissions, energy usage, sustainability, grants, economic prosperity, and program implementation.
- Draft staff reports and presentations to City management, committees, and Council.
- Seek out, track, and apply to grants that support various City operations with a priority placed on funding opportunities for projects intended to address climate change mitigation and adaptation.
- Assist the Finance Department with the meeting of post-award grant requirements.



- Support the Communications Department in the production of various informational products and promotions associated with the City's initiatives.
- When required, support Development Services Department operations including the following:
 - Process and prepare reports, recommendations and documentation for a variety of land-use and development applications. This work includes the drafting of bylaws, development permits, development variance permits, temporary use permits, business licenses and tree permits.
 - Respond to development 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.
 - Reviews building permit plans for conformance with planning and land-use policy and regulations.
 - Other work required to support the day-to-day Development Service operations when necessary.
- Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.
- The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list; the incumbent will perform other duties as assigned from time to time.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Post-secondary college/university degree in Planning, Geography Environmental Science, Resource Management, or other related degree program.
- Five (5) years experience in program development and implementation preferably within local government.
- Training and/or experience in land use planning work preferably within local government.
- Experience in grant administration and project management within a local government, or equivalent relevant training and/or experience.
- Eligibility for Membership with the Canadian Institute of Planners and Planning Institute of British Columbia is considered an asset.
- Post-secondary training in project management, climate change mitigation and adaptation is considered an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to function efficiently with little direction to establish and maintain effective working relationships with volunteers, municipal officials, and other employees, to meet and successfully serve the public on a continuing basis.
- Knowledge of planning practices and municipal bylaws applicable to the work performed.



- Excellent project management skills including the ability to effectively control project timelines and project resources/budgets.
- Ability to maintain the confidentiality of matters as required.
- Ability to work well under pressure and to a deadline with attention to detail.
- Thorough knowledge of business English, spelling, and punctuation.
- Thorough familiarity with modern work processing techniques and procedures.
- Considerable knowledge of the procedures, practices and regulations involved in the operation of a Municipal Government office.
- Ability to take and transcribe action minutes.
- General understanding of the operation of local government as it applies to climate action, planning, and economic development.
- Well-developed skills in marketing, communications and problem solving.
- Innovation and creativity in building strong relationships with local stakeholders, City staff, community, and partner agencies.
- Demonstrate proficiency in the core competencies of:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
 - Effective Communication: Communicates effectively with others.
 - Problem Solving: Recognizes and acts to resolve problems.
 - Organization: Organizes the work so that others will understand it to achieve the City's goals.
 - Customer Focus: Provides excellent service to both internal and external customers.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Class 5 BC Driver's License is an asset.