



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: PLANNING TECHNICIAN
DEPARTMENT: PLANNING DEPARTMENT
POSITION TYPE: FULL-TIME PERMANENT UNION POSITION
PAY GRADE: PAY GRADE 14
LAST UPDATED: MAY 2026

NATURE AND SCOPE OF WORK

Reporting to the Manager of Planning, the primary responsibility of this position is to provide technical support to the Planning team on land use planning, development processes and policy work, and to provide exceptional front-line service to internal and external clients.

The position serves as a key point of contact for front counter, telephone, and email inquiries and involves regular interaction with municipal officials, City staff, the development community and members of the public, requiring the ability to provide consistent, professional, and service-oriented support.

This role is responsible for application intake, plan checks, interpreting the Land Use Bylaw, responding to public inquiries as well as some general administrative duties in support of the department. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support to other departmental teams within the City.

As a member of the City of Colwood team and workplace community, you will be responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

TYPICAL DUTIES AND RESPONSIBILITIES

- Responds to planning inquiries from the public and developers regarding the Land Use Bylaw regulations, development application requirements, application status updates, policy project updates, and other general planning related questions.
- Assists with administrative and clerical work in the Planning Department including meeting scheduling, website updates, application intake, and coding invoices.
- Prepares detailed reports on routine applications for Development Variance Permits and the Board of Variance.
- Reviews and prepares Environmental, Hazardous Conditions, and Intensive Residential Form and Character Development Permits.
- Reviews building permit plans for conformance with planning and land-use policy and regulations.



- Reviews tree permits, sign permits, special event permits, and business license applications for compliance with all applicable regulations, permits, and policies.
- Prepares technical reports, working papers and presentations on planning matters for Committees, Council, and for public information, as required.
- Composes correspondence related to the verification of land use regulations and related policy documents with internal departments and external agencies, as required.
- Works collaboratively with the Planning team, and other City departments, local governments, agencies, consultants, developers, and the general community to achieve planning objectives.
- Participates in a cross-departmental Development Review Committee team and liaises with other internal and external departments and agencies.
- Provides technical support to planning committees and represents the department by attending meetings as a staff liaison representative of groups such as the Board of Variance and other Committees, if required.
- Support planning processes and the development, implementation, and monitoring of plans.
- Conduct field visits, as required.
- Coordinating updates to and maintenance of the City's Tempest database is related to Planning tasks, including interdepartmental updates with Finance and Engineering; ensures that the integrity and accuracy of the database is maintained.
- Coordinates with the finance department on the refund of tree management permits, environmental restoration, and other landscape security deposits as well as application fee refunds for the Planning department.
- Assisting the Planning team in the preparation and mail-out of a variety of public notices in coordination with Corporate Services and Communications (e.g., Public Hearings, Committee meetings, Development Variance Permit, and Board of Variance applications).
- Assists the Planning team in the investigation and background preparation for planning-related reports/projects and development applications of high complexity.
- Assists the Planning team with review of development applications for compliance with regulatory requirements and policies of the City.
- Assists with maintenance and preparation of various Planning bylaws, policies and application information and other template documents.
- Tracks applications for annual statistics and departmental reporting, including service review preparation.
- Researches and analyzes a wide variety of qualitative and quantitative data (demographic, social, economic, environmental, urban development, and planning data) to support planning processes and development application review, using various methodologies related to key indicators, trends, forecasts, best practices, city-wide and local area plans, and policy initiatives.
- Supports the records management process of records and other documents in the Planning department.



- Assists with the organization of public engagement events. Participates in small group discussions at workshops, open houses, and public meetings.
- Supports the preparation of grant applications and compiles necessary supporting information, such as letters of support from third parties.
- Assists with the preparation and maintenance internal Planning procedures.
- 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

- University degree or technical diploma from a recognized post-secondary institution in a related field (e.g., urban planning, geography, environmental science).
- One (1) year of experience in land use planning, preferably within local government environment, or an equivalent combination of education and experience.
- Eligibility for Membership with the Canadian Institute of Planners and/or the Planning Institute of British Columbia (PIBC).
- Training and/or experience in the use of recognized office computer software, and land development software (Tempest and Bluebeam).

LICENSES AND CERTIFICATIONS

- A valid Class 5 BC Drivers License is an asset.

PREFERRED QUALIFICATIONS

- Super-user capabilities in the following Tempest modules will be considered an asset: Land; Prospero; Business Licenses; and Calls For Service.
- GIS training or experience is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning practices and municipal bylaws applicable to the work performed.
- Demonstrated effective oral and written skills and ability to understand and carry out oral and written instructions.
- Ability to maintain a good working knowledge of the pertinent provincial legislation including the *Local Government Act* and other Acts and Legislation as they apply to land use planning and development.
- Strong understanding of computer software programs to carry out duties effectively, including Microsoft office and land development software (Tempest).
- Ability to work with GIS software and prepare maps for planning purposes is an asset to this position.
- Ability to maintain effective working relationships with staff and external contacts.
- Ability to communicate effectively with the public and outside agencies.



- Demonstrated sound administrative judgement and work with deadlines.
- Able to perform well under pressure while dealing with contentious matters and demanding deadlines.
- 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 (internal and external).
 - 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.
 - h. Personal insight and rapport: demonstrate Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right.

Working Conditions

Work is performed in a shared open office environment. Occasional site visits may be required. Attendance at meetings outside of regular working hours may also be required from time to time.