



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: DEVELOPMENT SERVICES PLANNER 3
DEPARTMENT: DEVELOPMENT SERVICES
POSITION TYPE: FULL-TIME PERMANENT UNION POSITION
PAY GRADE: PAY GRADE 18
LAST UPDATED: NOVEMBER 2021 (UNDER REVIEW)

NATURE AND SCOPE OF WORK

This is a full-time union position under the direction of the Director of Engineering & Development Services and reporting to the Manager of Development Services. This position involves professional and technical level duties, independence and judgement, and requires advanced planning experience of high complexity and variety for all manner of development applications. The position must establish and maintain effective and collaborative working relationships with City employees, municipal officials and meet with and successfully serve the public on an ongoing basis. Work is primarily conducted in an office environment, although on-site visits in the field are common.

TYPICAL DUTIES AND RESPONSIBILITIES

- Processes and prepares reports and recommendations for a variety of land-use and development proposals ranging in complexity including, but not limited to, Official Community Plan amendments, zoning amendments drafting of bylaws, Comprehensive Development, temporary use permits, coordination of legal documents, and Development Variance Permits.
- Processes and prepares Environmental and Hazardous Conditions Development Permits, and Multiple Family, Commercial, and Industrial Form and Character Development Permits of complex nature for review by the Director.
- Contributes towards Development Services Bylaw and Policy reviews and updates including Land Use Bylaw Considerations and reviews and prepares reports in support of new or updated land use regulations, policies, program initiatives, and related matters.
- Reviews and edits legal documents including Development Agreements.
- Reviews and processes planning and development applications and pre-application proposals for compliance with regulatory requirements by reviewing for conformance with the bylaws, regulations and policies of the City.
- Ensuring that development permits, development variance permits, OCP amendments and rezoning applications, temporary use permits, and other similar matters that may arise are reviewed and processed thoroughly, fairly and expeditiously and coordinated through and with other departments as necessary.
- Reviews and process subdivision applications, including responding to inquiries, drafts preliminary layout approvals for the Approving Officer, and manages subdivision files, where required.



- Responds to development 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.
- Works collaboratively with the Development Services team, Engineering, Long Range Planning and Sustainability, and other City departments, local governments, agencies, consultants, developers, and the general community to achieve development planning objectives.
- Participates in a cross-departmental Development Review Committee team and liaises with other internal and external departments and agencies.
- Consults with applicants and professional/technical advisors regarding development applications and proposals.
- Attends Committee and Council meetings including presentation to Council and Public Hearings, as required.
- Provides 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, as required.
- Provides guidance and training to junior staff on a range of Development Services applications and tasks.
- Conduct field visits, as required.
- Other duties and responsibilities, as required by the Director.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A master's degree in Planning or related field combined with 7 years related experience OR a bachelor's degree in Planning or a related field and 10 years of related and varied experience.
- Certified Member (RPP) with the Canadian Institute of Planners and Planning Institute of British Columbia.
- Training and/or experience in the use of recognized office computer software, and land development software.
- Valid BC Driver's License, Class 5.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of planning practices and municipal bylaws applicable to the work performed.
- Considerable knowledge and experience regarding the *Community Charter* and the *Local Government Act* including statutes, laws, regulations and precedents respecting land use and planning, and property development approval processes.
- Considerable knowledge of current planning tools and regulatory responsibilities, including knowledge and experience in development control, sustainability practices, and environmental protection.



- Demonstrable experience in Urban Design including evaluation and communication of advice and recommendations related to the City's design guidelines would be an asset to this position.
- Demonstrated experience regarding analyzing development applications and working with applicants to achieve City objectives.
- Strong written and oral communication skills, public relations skills and practical problem-solving ability.
- Excellent organizational skills, the ability to prioritize work and a high attention to detail.
- Ability to work effectively and efficiently with limited direction, as well as being able to perform well under pressure while dealing with contentious matters with complex and potentially challenging applications.
- Ability to work within a highly collaborative work environment to establish effective relationships and build credibility at all levels, with internal and external stakeholders, including Council members, City staff, representatives of government, business and the development community, and the public.
- Ability to anticipate emerging issues, project the impact, and manage them proactively.
- Strong understanding of computer software programs to carry out duties effectively, including Microsoft office and land desktop software.
- Self-directed and independent working with team, Manager, and Director. May be asked to offer support to Manager (holiday relief).
- 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.