



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: SENIOR PLANNER – STATUTORY APPROVING OFFICER
DEPARTMENT: DEVELOPMENT SERVICES
POSITION TYPE: FULL-TIME PERMANENT UNION POSITION
PAY GRADE: PAY GRADE 19
LAST UPDATED: APRIL 2022 (under review)

NATURE AND SCOPE OF WORK

This is a full time Union position under the direction of the Manager of Development Services. This is a senior professional role for an experienced Approving Officer and Planner 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 subdivision activities. The position assumes the role of Statutory Approving Officer for the City. 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. Reviews and processes subdivisions under the *Land Title Act* and *Strata Property Act* for residential, commercial, and industrial developments. Prepare Preliminary Layout Assessments (PLA) and facilitates final subdivision applications for signature.
2. Liaises with internal departments and external agencies and provides support in connection with subdivision approvals.
3. Meet with residents, developers, solicitors, and legal surveyors and provides consistent and proactive customer service.
4. Leads and manages current planning applications under the *Local Government Act* of complex nature as it relates to subdivision including environmental and hazardous conditions development permits. May be required to support additional current planning applications including Comprehensive Development, OCP amendments, Rezoning, and Development Variance Permits.
5. 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.
6. Works collaboratively within the Development Services team and with all City departments to achieve current planning objectives and the strategic initiatives of the City.



7. 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.
8. Reviews, processes, and facilitates legal documents including Development Agreements.
9. Where necessary, prepares reports and recommendations for Committee and Council.
10. Provides professional planning advice to Council, other staff, external agencies, and advisory committees and attends Committee and Council meetings including presentation to Council and Public Hearings, as required.
11. 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.
12. 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, subdivision requirements and other general planning related questions.
13. Liaises with the Engineering department and Building department 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 in a local government setting, preferably as an Approving Officer in British Columbia.
2. A university degree from a recognized institution in a related field (urban planning, geography, environmental science, architecture). An equivalent combination of experience and education may be considered.
3. Completion of the MATI Statutory Approving Officer Course is considered an asset.
4. Certified Member (RPP) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.
5. 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. Working knowledge of the *Community Charter* and the *Local Government Act* as they relate to planning and development and the *Land Title Act* and *Strata Property Act* as they relate to subdivision.
3. High attention to detail with superior report writing capability.
4. The ability to exercise curtesy, tact, and diplomacy in the exchange of information with employees and external contacts.
5. Strong written and oral communication skills, public relations skills and practical problem-solving ability.
6. 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.
7. 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.
8. 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.