



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** DEVELOPMENT SERVICES PLANNER 2 (new position under review)

**DEPARTMENT:** DEVELOPMENT SERVICES

**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION

**PAY GRADE:** PAY GRADE 17

**LAST UPDATED:** FEBRUARY 2021

---

#### **NATURE AND SCOPE OF WORK**

This is a full-time CUPE 374 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 intermediate planning experience of medium complexity and variety for all manner of development applications.

#### **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, minor Official Community Plan amendments, zoning amendments including drafting of bylaws, 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 for review by the Director.
- 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.
- 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.
- Reviews and prepares information and background for subdivision applications and drafts preliminary layout approvals for the Approving Officer.
- Conduct field visits, as required.
- Other duties and responsibilities may include, but are not limited to:
  - Assist senior planning staff in the investigation and background preparation for development-related reports of high complexity and other planning projects;
  - Prepares detailed reports on routine applications for Board of Variance;
  - Review of building permit plans for conformance with planning and land-use policy and regulations;
  - Review of tree permits, sign permit, secondary suite permit and business license applications for compliance with all applicable regulations and policies;
  - Review of sign permit applications which conform with applicable regulations and policies;
  - Assists with maintenance and preparation of Development Services bylaws, policies and application information; and
  - Assist with minor administrative work in the Development Services Department.
  - Provides guidance and training to Planning Technician and Planner 1 on a range of Development Services applications and tasks.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Bachelors degree from a recognized institution in community planning, geography or environmental studies. A Masters Degree in Planning is considered an asset to this position.
- Five (5) years of experience in land use planning work preferably within local government, or an equivalent combination of education and 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.
- 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, working with team and Director.
- 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 / Job Environment**

Work is primarily conducted in an office environment, although on-site visits in the field are common and the option exists to work (in-part) from home once well established in the role (post 1-year in service at Colwood). The City is undergoing a high volume of applications and this position is subject to significant pressure and challenge caused by the high demand for planning services and programs in a highly collaborative atmosphere. The position requires a good understanding of planning and community development and must have the ability to think innovatively and adapt to changing priorities while working independently and under direction of senior planning staff, the Manager, and the Director. The position must establish and maintain effective working relationships with municipal officials and City employees, and to meet with and successfully serve the public on an ongoing basis.