



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** DEVELOPMENT SERVICES PLANNER  
**DEPARTMENT:** DEVELOPMENT SERVICES  
**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION  
**PAY GRADE:** PAY GRADE 18  
**LAST UPDATED:** JUNE 2020

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

This is a full-time union position under the direction of the Director of Engineering & Development Services. The position involves professional-level duties, independence and judgement, and requires advanced planning experience of high complexity and variety.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Works with and consults with the Director of Development Services on all manner of issues (ranging from minor to complex) regarding matters of major impact.
2. 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.
3. Prepares detailed reports on Official Community Plan amendments, zoning amendments drafting of bylaws, and coordination of legal documents.
4. Reviews, processes and prepares recommendations for a variety of land-use and development proposals ranging in complexity.
5. Participates in a cross-departmental Development Review Committee team and liaises with other internal and external departments and agencies.
6. Coordinates and reviews work of consultants as required in a project management capacity.
7. Conducts planning studies and prepares reports in support of new or updated land use regulations, policies, program initiatives and related matters.
8. Writes and presents technical reports, working papers and correspondence on planning-related matters to Council and Committee of the Whole.
9. Consults with applicants and professional/technical advisors regarding development applications and proposals.



10. Assists and reviews building permit plans for compliance with zoning, development permit and development variance permit requirements.
11. Maintains up-to-date knowledge of development services related bylaws, policies, leaflets, forms and other documents and is prepared to share and interpret them in working with the public.
12. Responds to public inquiries, consults with and provides professional planning advice and recommendations to other departments, the general public and external organizations and agencies
13. Attends Committee Meetings and other meetings and events as required or directed.
14. Under direction of the Director of Development Services, duties and responsibilities may include:
  - a. Advising Council, Committees and staff on planning-related matters;
  - b. Administering the preparation of and maintenance of the Official Community Plan and other planning documents;
  - c. Administering the preparation of various land use bylaws, including the public hearings required for rezoning;
  - d. 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;
  - e. Providing support to various City committees and Council.
  - f. Assist with the review of sign permit applications which conform with applicable bylaw requirements as associated with projects;
  - g. Assist in the review of business license applications referred by the Licence Inspector;
  - h. May be required to assist with minor administrative work in the Planning Department.

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

1. Possession of a professional planning degree or an equivalency of skills, qualifications and abilities.
2. Certified member (RPP) with the Planning Institute of BC and the Canadian Institute of Planners.
3. Minimum of 7-10 years of planning and land use experience (preferably in a BC municipal setting).
4. Training and/or experience in the use of recognized office computer software, and land development software.
5. Valid BC Drivers License, Class 5.



## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge regarding land use planning principles and practices.
2. 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.
3. Considerable knowledge of current planning tools and regulatory responsibilities, including knowledge and experience in development control, sustainability practices, energy efficiency, transportation, urban design, environmental protection, landscaping and park planning.
4. Knowledge of research and data collection methodologies.
5. Demonstrated experience regarding analyzing development applications and working with applicants to achieve City objectives.
6. Strong written and oral communication skills, public relations skills and practical problem-solving ability.
7. Excellent organizational skills, the ability to prioritize work and a high attention to detail.
8. 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.
9. 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.
10. Ability to anticipate emerging issues, project the impact, and manage them proactively.
11. 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. The 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 sound understanding of planning and community development and must have the ability to think innovatively and adapt to changing priorities. 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.