



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20230619_DSSP
POSITION TITLE:	DEVELOPMENT SERVICES SENIOR PLANNER
DEPARTMENT:	DEVELOPMENT SERVICES
POSITION TYPE:	FULL TIME REGULAR, UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #19 \$57.04/hr (2023 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	A comprehensive benefits plan as per the terms of the Collective Agreement

The City of Colwood is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life. Located 25 minutes from downtown Victoria on the Westshore with nearly 19,000 residents, the City of Colwood is a great place to work where the daily tasks are anything but a grind when you are surrounded by a solid team and creative projects.

The City of Colwood has an opportunity for a **FULL TIME REGULAR DEVELOPMENT SERVICES SENIOR PLANNER**. This is a UNION position with CUPE, local 374. The successful incumbent will join our Development Services team and play a key role in supporting the City's highly collaborative and integrative development review process. The City provides an opportunity to work on a range of planning applications and projects involving:

- Supporting the development of the Colwood waterfront through urban design, ecological protection, and creating innovative places for residents and visitors;
- Protecting Colwood's natural areas while connecting people with nature through watershed scale planning and development to provide family friendly neighbourhoods and housing choices; and
- Implementing the Official Community Plan vision for the City's Transit Growth Areas, Mixed Use Employment Centres, Seaside Village, and Colwood Corners through innovative urban design, prioritizing pedestrians and transit over vehicles, and reducing greenhouse gas emissions.

NATURE AND SCOPE OF WORK

Reporting to the Director of Development Services, this is a senior professional role for an experienced planner working within a strong team of land use professionals. The position requires advanced land use planning and subdivision experience of significant complexity and variety, a high degree of independence, leadership, and inter-departmental collaboration.

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/Director in the coordination of subdivision activities. 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.



CITY OF COLWOOD JOB POSTING

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

- A university degree (Masters is preferred) from a recognized institution in a related field (urban planning, geography, environmental science, architecture, engineering).
- Minimum 7 years of professional experience in a local government setting in British Columbia, preferably in a role that supported the Approving Officer function; an equivalent combination of education and experience may be considered.
- Certified Member (RPP) is preferred or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.
- Completion of the MATI Statutory Approving Officer Course is considered an asset.
- A valid Class 5 BC Driver's License is an asset.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20230619_DSSP**, please submit your resume and cover letter, in confidence, to careers@colwood.ca.

The posting will close on Tuesday, August 1, 2023 at 4:30pm.

Shortlisted applicants will be required to participate in a skills assessment exercise as part of the interview process.

The City of Colwood is committed to employment equity and to creating a diverse employment environment.



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: SENIOR PLANNER

DEPARTMENT: DEVELOPMENT SERVICES

POSITION TYPE: FULL-TIME PERMANENT UNION POSITION

PAY GRADE: PAY GRADE 19

LAST UPDATED: NOVEMBER 2022

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TYPICAL DUTIES AND RESPONSIBILITIES

- Leads and manages current planning applications under the *Local Government Act* of complex nature as it relates to OCP amendment, rezoning and subdivision. May be required to support additional current planning applications including Comprehensive Development, Development Permit, Development Variance Permit and other.
- 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.
- 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.
- Liaises with internal departments and external agencies and provides support in connection with subdivision approvals.
- Meet with residents, developers, solicitors, and legal surveyors and provides consistent and proactive customer service.
- Works collaboratively within the Development Services team and with all City departments to achieve current planning objectives and the strategic initiatives of the City.



- 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.
- Reviews, processes, and facilitates legal documents including Development Agreements.
- Where necessary, prepares reports and recommendations for Committee and Council.
- 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.
- Provides leadership to and some functional supervision of other planning staff through coaching, resolving interpretation matters, and providing guidance on day-to-day procedural and operational issues.
- 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.
- 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.
- May be required to perform technical and administrative work in the department, including counter and telephone inquiries.
- Conduct field visits, as required.
- Other duties and responsibilities, as required by the Manager.
- 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.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge and experience in land use planning principles and practices.
- 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.
- High attention to detail with superior report writing capability.
- The ability to exercise courtesy, tact, and diplomacy in the exchange of information with internal team members and external contacts.
- Strong leadership skills with the ability to mentor and support more junior team members.
- Strong written and oral communication skills, public relations skills and practical problem-solving ability.
- 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.
- 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.
- 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.

Working Conditions / Job Environment

Work is primarily conducted in an office environment, although on-site visits in the field are common. The City is undergoing a high volume of applications and this position may be subject to pressure and challenge caused by the high demand for planning services and programs in a highly collaborative atmosphere. The position requires a thorough understanding of planning and community development and the incumbent must have the ability to think innovatively and adapt to changing priorities while working under the general direction of the Manager. The incumbent 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.