



**COWICHAN VALLEY
REGIONAL DISTRICT**

**JOB DESCRIPTION
August 2023**

Position Category	Planner I / II / III
Department:	Land Use Services
Division:	a. Development Services and/or b. Community and Regional Planning
Reference:	Unionized – CUPE 358

General Accountability & Purpose of the Job:

Reporting to the Manager, Development Services or Manager, Community and Regional Planning, the Planner I / II / III supports community planning and long-term growth objectives through the provision of professional land use planning expertise. The Planner I / II / III works collaboratively with staff of the Development Services and Community and Regional Planning Divisions, as well as other CVRD divisions and departments, external agencies and First Nations on development applications, long range planning initiatives and other matters of mutual interest. The Planner I / II / III provides exemplary service to applicants, the public, and elected officials within their area of professional competency.

General Job Duties and Tasks:

Planner I:

- a. Processing applications of varying complexity, including but not limited to development permits, development variance permits, temporary use permits, floodplain bylaw exemptions, bylaw amendments, covenant modification or discharge, Board of Variance, Liquor and Cannabis Regulation Branch applications, and Agricultural Land Commission applications.
- b. Preparing and presenting staff reports and recommendations to the CVRD Board and Committees.
- c. Liaising with administrative support staff on referrals, public notice processes, and public hearings to ensure statutory requirements of development processes and standard operating procedures are followed.
- d. Liaising with applicants, qualified professionals, government agencies, lawyers, First Nations, and other stakeholders in relation to development applications.
- e. Conducting site inspections and field research in conjunction with development applications and community planning initiatives.
- f. Reviewing and responding to referrals (e.g. subdivision, crown tenure, water license, road closure, regional growth strategy amendments).
- g. Verifying that building permit applications comply with applicable land use regulations and development permit requirements.
- h. Responding to enquiries in a polite and timely manner.
- i. Conducting qualitative and quantitative research.
- j. Participating in various meetings such as Regional District Board, Committee and Commission meetings, community information meetings, and public hearings, and providing technical advice and recommendations as needed.
- k. Supporting major projects and community planning initiatives such as official community plans, local area plans, integrated sustainability plans, CVRD Board policies, charrettes, land use bylaws, housing needs assessments, population studies, and similar community planning initiatives.
- l. Supporting improvements to development application procedures and standard operating procedures in order to improve the quality, efficiency, and transparency of CVRD Development Services and Community and Regional Planning.
- m. Any other related duties or tasks as assigned.

Planner II:

- a. All Planner I duties and tasks.
- b. Managing applications to the Board of Variance, liaising with administrative support staff on Board of Variance procedures, and serving as technical staff resource during Board of Variance proceedings.
- c. Preparing grant applications on behalf of the Development Services and Community Planning Divisions. Monitoring grant funding expenditures and preparing reports for funding agencies.
- d. Reviewing and drafting CVRD Board policies.
- e. Developing and conducting surveys and questionnaires to gather public input in relation to policy review, regulatory review, and other community planning initiatives.
- f. Developing marketing, promotional, and education strategies and materials for the Development Services and Community Planning Divisions, and coordinating distribution through various media.

Planner III:

- a. All Planner I and II duties and tasks.
- b. Managing projects from inception to completion, while adhering to budgets and timelines, minimizing corporate risk, and producing required deliverables.
- c. Coordinating meetings with the public, external agencies, First Nations, and other stakeholders in relation to development applications, policy and bylaw amendments, and referrals processes.
- d. Supporting advancement of CVRD Board strategic priorities through participation in regional planning roundtables and working groups.
- e. Coordinating with other CVRD departments and divisions on corporate and interdisciplinary initiatives.
- g. Coordinating with external agencies and First Nations to support collaborative working relationships and intergovernmental process enhancements.

Organizational Relationship:

The **Planner I / II / III** reports to the Manager, Development Services or Manager, Community and Regional Planning, and may be supervised by a Planning Coordinator or Senior Planner.

Qualifications:Education**Planner I / II / III:**

- Completion of an undergraduate degree in community/rural planning, landscape architecture, geography, natural resource management, ecology or a related field.
- Completion of a master's degree in planning from a post-secondary institution accredited by the Canadian Institute of Planners is preferred.

Planner II / III: certificate in local government administration is preferred.

Experience

Planner I: minimum of two (2) years of related experience, preferably in local government.

Planner II: minimum of four (4) years of related experience, preferably in local government.

Planner III: minimum of eight (8) years of related experience, preferably including a minimum of four (4) years experience working in a regional district.

Completion of a master's degree may reduce the required years of related experience by one (1) year.

Occupational Certification

Planner I / II / III:

- Certified member in good standing of the Canadian Institute of Planners (MCIP) (or eligible for membership) and a Registered Professional Planner (RPP) with the Planning Institute of BC (or eligible for membership); or a certified member in good standing of a foreign professional planning association which has a valid reciprocal agreement with the Canadian Institute of Planners.
- A valid Class 5 BC Driver's Licence is required.

Planner II / III: completion of International Association of Public Participation (IAP2) Foundations in Public Participation training is preferred.

Planner III:

- Project Management Professional (PMP) certification is preferred.

Knowledge

Planner I / II / III:

- Knowledge of the BC *Local Government Act* applicable to planning and development.
- Knowledge of current theory, principles and best practices applicable to planning and development.
- Knowledge of MS Office programs, including Word, Excel, PowerPoint, and Outlook
- Knowledge of ESRI GIS Programs.
- Knowledge of Adobe Creative Suite, including Acrobat and InDesign.
- Knowledge of quantitative and qualitative research methods.
- Knowledge of electronic meeting and communications techniques.
- Knowledge of current public participation theory, and the IAP2 Spectrum of Public Participation.
- Knowledge of regional district land use planning authority and jurisdictional limitations.
- Knowledge of evolving case law applicable to planning and development in the BC local government context.

General Skills and Abilities

Planner I:

- Ability to understand and apply policy, legislation, bylaws, regulations, agreements and procedures applicable to job duties and tasks.
- Ability to effectively operate a PC in a Microsoft Office environment as well as computer aided graphic design software.
- Ability to participate effectively in a team and contribute to problem solving.
- Ability to establish and maintain respectful and effective working relationships with applicants, the public, elected officials, external agencies, First Nations, and other employees.
- Ability to communicate effectively both verbally and in writing.
- Ability to proficiently use grammar, spelling, and punctuation.
- Ability to remain up to date in current planning theory and practice.
- Ability to work independently under pressure and to deadlines.
- Ability to effectively organize and prioritize work.
- Ability to create and maintain accurate records in accordance with corporate policies and standards.

Planner II:

- All Planner I skills and abilities.
- Ability to critically analyze and propose creative solutions to complex planning and development problems.
- Ability to successfully complete assigned tasks with minimal supervision.
- Ability to clearly convey complex, technical information to different audiences, including but not limited to elected officials, applicants, and the general public.
- Ability to organize and conduct public engagement processes.
- Ability to facilitate discussions with community and stakeholder groups.
- Ability to manage and reconcile conflict.

Planner III:

- All Planner I and II skills and abilities.
- Effective project management skills.
- Ability to lead teams, while encouraging team members and balancing diverse perspectives.
- Ability to balance stakeholder needs and expectations with project objectives.
- Ability to build shared understanding and reach consensus.
- Ability to support positive organizational change.