



## **Senior Planner – Housing Delivery and Implementation** **Regular Full-Time (\$56.33 – 62.50/hour – 2024 Rates)**

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Located on the traditional, ancestral and unceded territory of the ləkʷəŋən Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is committed to recognizing and celebrating their historic and ongoing connection to these lands and waters.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The District of Oak Bay invites applications for a newly created position of Senior Planner – Housing Delivery and Implementation to join the District's Planning team and manage a wide range and increasing number of complex development applications. The position will also act as a project manager to deliver the implementation of further Zoning Bylaw and other bylaw changes associated with infill and multi-unit residential housing projects, including undertaking a major zoning bylaw review that will include pre-zoning sites as part of an OCP update.

Under the Direction of the Deputy Director of Community Building and Planning Services, the position will focus on providing excellent customer service to applicants through facilitating pre-application discussions and managing development applications through the process in a timely fashion. The position will also coach and mentor and provide day to day support to other members of the planning team. The role will include presenting complex planning issues, conducting research, preparing and presenting high quality information and reports and appointing and managing external consultants.

We are seeking a highly skilled and experienced planner who will play a pivotal role in managing complex development applications. The successful applicant will use considerable initiative and judgment in carrying out the required tasks for this position. This is an advanced planning position that requires an individual with a sound understanding of land use and development, zoning bylaws, planning policy, community planning, housing policy, land economics, urban design, sensitivity to the political realm, who can bring innovative thinking on complex development proposals. The Senior Planner will also effectively oversee programs, budgets and consultants to achieve excellent customer service, strong team building and efficient workload management.

Our ideal candidate has a university degree from a recognized institution in Land Use Planning, Urban Design or a similar field (urban planning, geography, environmental science) as well as a minimum of six years of related planning experience. Membership or eligibility for membership to the Canadian Institute of Planners (CIP) and Planning Institute is also required. An equivalent combination of education and experience may be considered. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, opportunities for flexible work arrangements, employee engagement events, work-life balance, and a staff membership to the weightroom, fitness

classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on March 7, 2025**, with a resume and cover letter to:

[oakbayjobs@oakbay.ca](mailto:oakbayjobs@oakbay.ca)

A detailed job description can be found on our website at [www.oakbay.ca/careers](http://www.oakbay.ca/careers), which outlines, in more detail, the key accountabilities and required qualifications.

*We thank all applicants for their interest; however, only those selected for further consideration will be contacted.  
If you have been shortlisted and require accommodation throughout the hiring process, we would be pleased to discuss how to best accommodate your needs.*

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>SENIOR PLANNER – HOUSING DELIVERY AND IMPLEMENTATION</b>	<b>JEPE Number:</b>	<b>#</b>
<b>Department:</b>	Community Building and Planning Services	<b>Pay Grade:</b>	
<b>Area:</b>	Planning	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Deputy Director of Community Building and Planning Services	<b>Last Updated:</b>	February 2025

### Job Purpose:

Under the direction of the Deputy Director of Community Building and Planning Services, the Senior Planner – Housing Delivery and Implementation will manage all types of complex and major development applications and will focus on the delivery and implementation of Council priority projects related to housing initiatives including bylaw changes associated with infill housing, multi-unit residential and responding to regulatory changes at the provincial level.

The employee must use considerable initiative and judgement in carrying out the required tasks within this program. This is an advanced planning position that requires a sound understanding of development planning, housing planning policy, land use economics, urban design, political sensitivity, and requires innovative thinking on complex development issues relating to housing delivery and implementation.

### Duties and Responsibilities:

- Lead and manage all types of development applications through the development process.
- Developing, administering, and coordinating updates to the Zoning Bylaw and associated bylaws related to housing delivery.
- Implementing Council Priority Projects related to the implementation of new housing including optimizing development processes and responding to Provincial Housing Target Orders.
- Changing systems and process relating to housing development applications.
- Liaising and building relationships with other relevant departments and external stakeholders.
- Conducting data analysis and policy review related to housing initiatives.
- Leading and participating in project related meetings and committees.
- Leading and planning public consultation and engagement processes related to complex land-use issues and housing policy development.
- Facilitating meetings, workshops, and outreach and engagement activities.
- Researching and analyzing data, and preparing comprehensive reports, documentation, correspondence, and other materials related to the work.
- Monitor, review and where appropriate, lead the District’s participation in local, regional, provincial and federal programs and funding related to housing.
- Managing requests for proposals and consultants.
- Preparing and/or delivering presentations on complex and potentially politically sensitive development proposals.
- Liaising with various departments and external agencies and responding to enquiries.
- Building partnerships with key partners and agencies.

- Representing the District on various committees and projects as needed.
- Day-to-day supervision, mentoring and coordination of staff in performing their duties.
- Supervises the assignment of work to other staff and contractors as well as assists them in difficult situations.
- For complex or sensitive files, provides assessment and recommendations or options to supervisor.
- Instructs, supervises and administers consultants and contracts.
- Performing related duties as required and assigned.

**Required Knowledge, Abilities & Skills:**

- Well versed in provincial regulatory processes related to new housing.
- Exceptional ability to manage complex and sensitive projects including multiple projects and deadlines at the same time
- Ability to investigate and collect data on social, economic and physical issues and to develop policy and bylaws
- Ability to establish and maintain effective working relationships with other employees, elected officials, key partners, stakeholders and the public
- Knowledge of administrative procedures within local government and of by-laws and policies related to planning
- An ability to manage multiple projects and deadlines concurrently
- Excellent verbal and written skills including preparation and presentation of reports or other information to a Council, advisory committees, senior leadership and the public
- Considerable knowledge of the theory and practice of development, housing policy, land use planning, zoning regulation, in a municipal context
- Extensive knowledge of the principles and practices of urban planning and development including planning law, urban design and land use regulations.
- Well versed in provincial regulatory processes related to land use and development.
- Exceptional ability to manage complex and sensitive projects and development applications

**Qualifications:**

- A University Degree from a recognized institution in Land Use Planning, Urban Design or similar field (urban planning, geography, environmental science).
- Six (6) years of related planning experience, or
- An equivalent combination of education and experience may be considered.

**Required Licenses, Certifications and Registrations**

- Certified member (RPP) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.