

The Corporation of the District of Oak Bay

Job Description



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| Job Title: | DEVELOPMENT PLANNER | JEPE Number: | #1115 |
| Department: | Municipal Hall | Pay Grade: | 14A – Schedule A |
| Area: | Planning | Position Status: | Regular – Full Time |
| Location: | Municipal Hall | Position Type: | Union |
| Supervisor: | Deputy Director of Community Building and Planning Services | Last Updated: | January 2026 |

Job Purpose:

Reporting to the Deputy Director of Community Building and Planning Services, an employee in this classification undertakes professional planning work for the District. The Development Planner is responsible for current and long-range planning processes involving matters requiring specialized knowledge and skills in processing of development applications, administration of the Official Community Plan, the Zoning Bylaw, and Development Permit Area Guidelines and in the collection, analysis and interpretation of information for municipal studies, programs and projects. This position also involves facilitating community planning processes.

Duties and Responsibilities:

- Provide professional planning advice to the District and the public on a variety of issues including but not limited to:
 - The implementation and interpretation of the Official Community Plan
 - Development applications including proposed OCP amendments, rezoning proposals and Development Permit and Development Variance Permit submissions
 - Comments to the Approving Officer on Subdivision applications
 - Board of Variance Applications
 - Heritage matters and implementation of policies
- Administer and interpret the Zoning, Parking and Sign Bylaws including the preparation of amendments.
- Undertake detailed technical and plan reviews, as a part of development applications, in relation to zoning regulations including rezoning, development permit, development variance permit, Board of Variance, subdivision and building permit applications.
- Provide support to the District Approving Officer pursuant to the *Land Title Act*, *Strata Property Act*, *Local Government Act* and any other applicable statutes, regulations or bylaws as required.
- Research, analyze, and interpret information applicable to general or specialized planning programs and initiatives for the District including developing and providing direction and strategic recommendations on long range planning matters.
- Prepare and present technical reports, working papers for Council and various District bodies on planning related matters as required.
- Respond appropriately and in a timely manner to public enquiries in person, by e-mail, by telephone, or letter on all planning matters.
- Attend meetings of Council, Committee meetings and other meetings and events and provide support as required or directed.
- Coordinate and facilitate public consultation activities to determine the public's perspective on

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| <p>planning issues and initiatives as required.</p> <ul style="list-style-type: none"> • Perform other related duties as assigned by the Deputy Director of Community Building and Planning Services as required. • Prepare advertisements, notices as required by applicable statutes, regulations or bylaws as needed. |
| Required Knowledge, Abilities & Skills: |
| <ul style="list-style-type: none"> • Thorough knowledge of the current practices, principles, techniques and methods applicable to municipal planning. • Thorough knowledge of and experience working with policies and regulatory tools and legislation governing planning processes as administered by a municipal government in BC. • Proven experience in administering and working with development processes in an effective manner including communication with the public and development community. • Knowledge of heritage, environment, transportation, neighbourhood planning and climate action strategies. • Working knowledge and ability to interpret and apply Provincial and Local Government Legislation affecting local government, including the <i>Local Government Act</i>, <i>Land Title Act</i>, and <i>Community Charter</i>. • The proven ability to review and accurately interpret statistics, maps, architectural design and site plans, specifications, standards and regulations. • Excellent and demonstrated written and oral communication skills including the ability to present complex planning information in a clear and succinct manner. • Good interpersonal skills including the ability to deal effectively and positively with Council members, the public, and colleagues, and other professionals. • The ability to work independently and work well under pressure and meet deadlines with good organizational skills. • Good understanding and demonstrated ability with regard to the need for confidentiality and political sensitivity and a high level of professionalism, objectivity and integrity. • Knowledge of heritage regulations and legislation. • Familiarity and understanding of environmental and ecological systems and natural processes. • Demonstrated problem solving skills. • Clear ability to understand and prepare drawings, sketches and maps. |
| Qualifications: |
| <ul style="list-style-type: none"> • Minimum of graduation from a post-secondary degree institution with a degree in Planning; and • Minimum of 3 years planning and land use experience, preferably in a municipal government context. • Experience in the use of recognized office computer software, including GIS/CAD/Tempest. |
| Required Licenses, Certifications and Registrations |
| <ul style="list-style-type: none"> • Membership or eligibility for membership in the Canadian Institute of Planners (CIP). • Valid BC Drivers License (Class 5). |