

## DEVELOPMENT PLANNER

The City of Campbell River has an exciting opportunity for an experienced, professional, Development Planner to join our Development Services team as either a **Senior Planner** or **Planner II**.

**Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 200 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching

**The roles...** As part of an integrated team, in either of these roles, you will be working in a fast-paced and customer service-oriented environment. Reporting to the Development Planning Manager, you will perform a wide range of professional planning duties with the Senior Planner's primary focus on complex development planning applications and initiatives. You will be involved in the analysis and processing of development applications, the preparation of various types of development planning reports and studies, public presentations, and the provision of technical advice to customers inside and outside the organization.

To be considered for either of these roles, our ideal candidate will hold the following qualifications.

### **Senior Planner - \$47.62 per hour**

- Graduate degree in Urban, Community or Regional Planning or equivalent related discipline or undergraduate degree in a related field combined with a significant suitable combination of training and experience.
- Certified member (RPP) with the Planning Institute of BC or equivalent affiliate.
- Minimum of 5 years of progressively responsible professional planning experience, within the last 7 years, in land use or community planning, preferably at the local government level.
- Experience in public consultation.

### **Planner II - \$42.70 per hour**

- Undergraduate degree in Community Planning, Urban Geography with a focus on land use planning or Urban Design or in a discipline related to planning.
- Certified member (RPP) with the Planning Institute of BC or equivalent affiliate.
- Minimum of 4 years of land using planning experience within the last 7 years, preferably in local government.

We offer professional development opportunities, a 35-hour work week, and a comprehensive benefits package for these CUPE bargaining unit positions.

Please see the attached for more information on these opportunities and to view detailed job descriptions that list all the duties and necessary qualifications for these positions.

Please include verification of your education and certifications with your application.

**Note:** We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official close date if a successful candidate is identified.

*Note: Only applicants who are legally entitled to work in Canada can be considered for advertised positions.*

**This posting will remain open Sunday, December 18, 2022**

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Please send your resume with covering letter, quoting **Competition EXT-22-53-3** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

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We thank all applicants, however, only those selected for interviews will be contacted.

## SENIOR PLANNER (Development Services)

<b>Approval Date:</b> May 2022	<b>Department:</b> Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Management Supervisor:</b> Development Planning Manager		

### General Accountability:

#### Purpose and Scope

Reporting to the Development Planning Manager, the Senior Planner performs a wide range of professional planning duties. The incumbent is responsible for a diverse workload with a primary focus on complex and controversial development planning applications and initiatives in the department.

The position requires specialized knowledge and the application of social, economic, physical and environmental information to studies and reports connected with the land use and development management in the City. The work involves the analysis and processing of complex development applications, policy analysis and development, the preparation of various types of community planning reports and studies, public presentations and the provision of technical advice to customers inside and outside the organization.

The incumbent exercises considerable independent judgment in planning and carrying out assignments, requiring the ability to meet deadlines and set priorities, implement sound administrative and professional practices, and deliver quality customer service.

### Nature and Scope of Work

- Acts as file manager for complex and controversial development applications, including application processing, review and analysis.
- Consults with applicants and professional/technical advisors regarding development applications and proposals.
- Prepares recommendations and final reports on development applications for submission to senior management and Council.
- Participates in the subdivision application approval process, including the review and evaluation of subdivision applications from technical, legal, policy and design perspectives.
- Drafts and recommends planning policies, procedures, and bylaws, and acts as an expert professional resource on land use and development matters.
- Collaborates on and oversees, as required, comprehensive planning studies and planning projects of complex nature and significant scope on a variety of development planning initiatives.
- Prepares and delivers presentations to senior management, Council, City committees, community groups and the general public on planning issues, initiatives and projects.
- Undertakes research projects and analysis, and prepares comprehensive planning reports for submission to senior management and Council.
- Conducts and facilitates public consultation meetings and workshops to address development and land use issues.
- Attends and represents Development Planning at Council, Public Hearings, advisory committees, community planning meetings and events as directed.
- Acts as liaison to the Board of Variance.
- Responds to public inquiries; consults with and provides professional planning advice and recommendations to other departments, the general public and external organizations and agencies.

- Works collaboratively within Development Services, with Long Range Planning and Sustainability, and other City departments, local governments, agencies, consultants, contractors, developers and the general community to achieve development planning objectives.
- Consults with the Development Planning Supervisor on complex issues or matters of major impact.
- Provides mentorship, technical direction and coordinates the work of other development planning staff as required.
- Performs other duties as required.

### **Necessary Qualifications**

#### **Knowledge:**

- Thorough knowledge and understanding of the philosophies, principles, best practices and objectives of community and municipal land use planning and design, and sustainability.
- Current and comprehensive knowledge of relevant local government and provincial legislation and acts; statutory and regulatory requirements and responsibilities; and municipal bylaws and policies related to planning and land use in British Columbia.
- Strong understanding of public planning process and land use strategies.
- Knowledge of municipal administrative procedures and of bylaws relating to plan and development approval.
- Knowledge of interactive web maps or other GIS systems.
- Basic knowledge of WorkSafeBC regulations, safe work practices, and emergency management principles.

#### **Skills:**

- Excellent development planning skills.
- Superior analytical, problem solving and decision-making skills.
- Excellent attention to detail.
- Excellent verbal and written communication and presentation skills for a broad range of audiences.
- Strong interpersonal, facilitation, conflict resolution, consensus building and negotiation skills.
- Excellent organizational, time management and project management skills.
- Safe work habits and practices.
- Proficient in Microsoft Office Excel, Word, and PowerPoint.

#### **Abilities:**

- Ability to design, conduct and analyze land use studies.
- Ability to effectively plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure.
- Ability 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.
- Ability to represent the City in a professional manner, and negotiate effectively with other agencies, the business and development community, and the public.
- Ability to anticipate emerging issues and trends, project the impact, and manage them proactively.
- Ability to facilitate public consultation meetings and make presentations to a variety of audiences.
- Ability to work well in a team environment.
- Ability to draft and develop complex technical reports and policies.
- Ability to work under general direction only, exercising considerable independence and initiative.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

#### **Education:**

- Graduate degree in Urban, Community or Regional Planning or equivalent related discipline or undergraduate degree in a related field combined with a significant suitable combination of training and experience.

**Training:**

- Certified Member (RPP) of the Planning Institute of British Columbia (PIBC) or equivalent affiliate and the Canadian Institute of Planners.
- Must possess and maintain a valid Driver's Licence and provide and maintain a clean driver's abstract as per City policy.

**Experience:**

- Minimum of five (5) years progressively responsible professional planning experience within the last seven (7) years, in land use or community planning, preferably at the local government level.

**Preferred Criteria (External Only)**

- Experience in subdivision assessment and approval
- Experience in public consultation
- Local government administration training
- Supervisory experience

**Unusual Working Conditions**

- Incumbent will be required to attend evening and weekend meetings.

## PLANNER II

<b>Approval Date:</b> January 2022	<b>Department:</b> Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Excluded Supervisor:</b> Development Planning Manager		

### General Accountability:

#### Purpose and Scope

Reporting to the Development Planning Manager, the Planner II performs a wide range of professional planning duties.

The position involves specialized knowledge and the application of social, economic, physical and environmental information to studies and reports connected with the land use and development management in the City. The work involves the analysis and processing of development applications, policy analysis and development, the preparation of various types of community planning reports and studies, public presentations and the provision of technical advice to customers inside and outside the organization.

The incumbent exercises considerable independent judgment in planning and carrying out assignments, requiring the ability to meet deadlines and set priorities, implement sound administrative and professional practices, and deliver quality customer service.

### Nature and Scope of Work

- Acts as file manager for development applications, including application processing, review and analysis.
- Conducts studies on a wide variety of current residential, commercial and industrial development trends, opportunities and initiatives.
- Consults with applicants, owners and architects and liaises with other departments, citizens' groups and standing committees.
- Prepares comprehensive planning reports, recommendations and policy proposals for submission to managers, Council and various committees; .
- Drafts bylaws and amendments to address the changing needs of the City, interprets the bylaws applicable to applicants and the public, and answers a variety of related inquiries.
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies and the general public in a manner that is tactful, clear, concise and professional.
- Prepares graphic and other material for presentation at meetings such as public hearings and public information meetings.
- Reviews, revises and develops departmental policies as required.
- Prepares and maintains records, statistics, reports and correspondence, including word processing and data entry into the municipal database, and responds to internal and external inquiries.
- Reviews legal instruments and co-ordinates necessary approvals and registrations.
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise, and receive public input.
- Performs planning review, research and follow-up of special projects and functions as a project manager.
- As required, attends and/ or presents development applications to Council and/or various committee meetings.

- Provides direction to technical and clerical support staff as required.
- Performs other related duties as required.

### **Necessary Qualifications**

#### **Knowledge:**

- Considerable knowledge of the principles, practices and objectives of community/development planning, urban design and social planning.
- Considerable knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Knowledge of economics and standard statistical techniques and research methods as applied to community/development planning at the municipal and regional level.
- Considerable knowledge of trends and developments in community/development planning and urban design.
- Working knowledge of computer applications and software related to the work.
- Basic knowledge of WSBC regulations, safe work practices, and emergency management principles.

#### **Skills:**

- Strong interpersonal, written and presentation skills.
- Strong analytical, problem solving and decision-making skills.
- Proficient in relevant computer applications and software.
- Excellent attention to detail.
- Effective conflict resolution skills.
- Excellent organizational and time management skills.

#### **Abilities:**

- Demonstrated ability to communicate complex information to customers who may not be familiar with the topic.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to assess the impact of development upon the City, relate development to existing bylaws, and draft amendments to the bylaws suitable to the needs of the community as established by Council.
- Ability to establish priorities and schedule workload to meet deadlines.
- Ability to work well with minimal supervision in a team environment.
- Ability to facilitate public meetings and make presentations to Council.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

#### **Education:**

- Undergraduate Degree from a recognized institution in Community Planning, Urban Geography with a focus on land use planning or Urban Design, or in a discipline related to Planning.

#### **Training/Certification:**

- Certified member (RPP) with the Planning Institute of British Columbia (PIBC) or equivalent affiliate.
- Must possess and maintain a valid driver's licence, and produce and maintain a clean personal driving record, as per City policy.

#### **Experience:**

- Minimum of four (4) years of land use planning experience within the last seven (7) years, preferably in a municipal setting.