

Job Title: Senior Planner – Development	Pay Grade: 11	
Department: Planning and Development Services Branch	Reports To: Manager of Planning Services	
JJE Maintenance Review Date: November 2029	Content Last Updated: October 2025	Position(s) supervised: N/A

JOB SUMMARY

The Senior Planner is responsible for a diverse portfolio of regional planning projects and services that ensures development takes place in alignment with the Regional Growth Strategy (RGS), Official Community Plans (OCPs) and Local Area Plans (LAPs) and helps forward the community goals towards a more sustainable built form.

The Senior Planner is responsible for delivering a variety of regional planning services under the direction of the Manager of Planning Services. This position is responsible for preparing and amending official community plans, local area plans, zoning bylaws, and evaluating major long range land use development proposals. In addition, this position also provides strategic advice on the development process; processes complex development applications, land use applications, and proposals; collaborates and communicates effectively with other departments, jurisdictions, and agencies on planning issues; initiating and leading public consultations and representing the CVRD on technical committees and at Board Meetings as required.

MAJOR DUTIES AND RESPONSIBILITIES

1. Ensures alignment of work activities with corporate guidelines, policies and procedures, demonstrating a firm understanding of the pertinent legislative framework, organizational and team goals.
2. Leads the process for development, approval and implementation of RGSs, OCPs, LAPs and zoning bylaws within the electoral areas.
3. Evaluates land development proposals for compliance with land use planning principles and the long-term strategic vision of the regional district board.
4. Coordinates, leads and manages complex and sensitive policy and bylaw amendment projects from inception to successful conclusion.

5. Conducts formal public hearings, meetings, workshops and open houses to develop and/or amend OCPs, LAPs and zoning bylaws and discuss other land use and planning matters.
6. Responsible for the development of staff reports, briefing materials, presentations and making recommendations to senior leadership, Board, and committees to support decision-making on complex and potentially politically sensitive topics.
7. Facilitates collaborative discussions and relationships with Board members, provincial and Federal agencies, elected officials, First Nations, community groups and affected stakeholders to ensure their position and needs are identified and considered in any planning and zoning reviews.
8. Engages with developers, consultants and other stakeholders to understand their needs and contribute to finding the most appropriate solution in regard to development and development variance permits, temporary industrial and commercial use permits, and other permits and land use applications.
9. Conducts comprehensive technical studies and research regarding a variety of complex and emerging land use, planning and policy matters; obtains legal and other professional advice as appropriate and prepares reports for review by senior management and the Board.
10. Provides planning advice, guidance, and recommendations to senior management and the Board on complex land use and planning matters.
11. Provides land use information to the public, community groups and other stakeholders and responds in a professional and reasonably timely manner to inquiries, complaints or suggestions, ensuring accurate information is provided.
12. Reviews and manage complex applications such as OCP amendment, rezoning, temporary use permits, development permits and subdivision referrals.
13. Performs a variety of senior level planning duties in collaboration with staff within member municipalities, provincial and federal ministries and their agencies and First Nations.
14. Actively participates and engages in team meetings to identify patterns or trends, problem solve issues, improve existing programs or develop new ones to ensure the overall team success.
15. Seeks to work collaboratively with team members and provides technical planning guidance and advice on complex land use and planning matters to department and other CVRD staff.
16. Provides advice, guidance, and periodic direction to other planners within the workgroup and assists them with the interpretation of regulations and problem solving technical and procedural challenges.

17. Provides back-up support for the duties and responsibilities of other departmental staff for the maintenance of service levels and project deadlines, as required.
18. Remains current with changes to local government, provincial and federal acts and regulations, new bylaws, policies and processes, new case law decisions and general trends and developments within the field by attending conferences, presentations, workshops, certification courses and update seminars and communicating these trends to other planners within the CVRD.
19. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in planning, geography, environmental studies or other related discipline and over five years of directly related experience.
- Experience leading broad policy development and analysis including interpreting land use regulations and identifying implementation impacts of land use policy decisions.
- Experience leading public consultation processes with multi-stakeholder groups and interests.
- Equivalent combination of education and experience may be considered

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS (*required for acceptance into the job or to be acquired in first six months of being in the job*)

- Eligibility for membership in the Canadian Institute of Planners and/or Planning Institute of BC
- Possession of valid BC Class 5 driver's licence

PREFERRED QUALIFICATIONS

- Experience developing or working within a regional district with a Regional Growth Strategy.
- Project Management experience and training

KNOWLEDGE, ABILITIES AND SKILLS (*required for acceptance into the job or to be demonstrated in first six months of being in the job*)

- Considerable knowledge of provincial legislation relating to the work, including the *Local Government Act, Land Title Act, Agricultural Land Commission Act, Strata Property Act*.
- Considerable knowledge of local government land use, zoning and regulatory bylaws, and the processes relating to development permits, development variance permits, subdivision, rezoning, OCP and LAP amendments.

- Sound understanding of planning theory and community development, sensitivity to the political realm, and the ability to be an innovative thinker on complex land-use issues and policies.
- Ability to lead the planning, coordination and implementation of new and amended OCPs and zoning bylaws.
- Ability to read and understand complex planning studies, legal descriptions and opinions and technical reports.
- Ability to conduct comprehensive research and write policy papers and reports regarding complex land use, planning and other related matters.
- Ability to conduct public meetings and facilitate groups and workshops.
- Ability to understand political issues and exercise sound judgment in dealing with ramifications of decisions.
- Ability to effectively communicate to formal committees and boards and convey information professionally and succinctly.
- Ability to communicate effectively, both orally and in writing, and explain land use policy, bylaws and land use planning processes to the public, developers, engineers and other industry representatives in a respectful manner and deal with complaints and resolve conflicts using tact, courtesy and patience.
- Ability to evaluate land development proposals for compliance with the Regional Growth Strategy, land use planning principles and the long term strategic vision for the CVRD.
- Ability to plan and organize projects and assignments and ensure successful conclusion.
- Ability to read and prepare maps and graphics.
- Ability to handle multiple tasks simultaneously and manage multiple priorities.
- Excellent communication, presentation, interpersonal, conflict resolution, facilitation and leadership skills.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on presentations and word processing, SharePoint and web utilization skills.
- Proficient use of geospatial programs such as Land Use, City Works, IMap
- Ability to work flexible hours specific to Board and Committee meeting schedules.

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date