

The Corporation of the District of Oak Bay

Job Description



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