

# Regional Planning Specialist

## Regional District of Central Okanagan

**Do you have your Registered Professional Planning Designation, a masters degree in planning with 5 years of experience, and a strong understanding of local government regulations as it pertains to land use planning?** If so, we want you on our Development Services Team!

As the successful candidate, you will provide development, long range, and regional professional planning services. This includes managing complex development applications, coordinating diverse planning initiatives, analyzing data, and liaising with partners. This position oversees and provides direction to department staff and consultants and is a key advisor for confidential policy development.

You will:

1. Advise on complex and confidential policy development and regulatory projects such as, but not limited to, updates and amendments to the Regional Growth Strategy, Official Community Plans, and Zoning Bylaw.
2. Oversee, provide direction and conduct performance management of planners and administrative staff within the department.
3. Respond to development enquiries and provides information to developers, government agencies, indigenous communities, consultants and the public, including explaining policy and interpreting related bylaws.
4. Liaise with internal and external departments, agencies and groups concerning development and land use policies and regulations.
5. Coordinate the preparation and execution of restrictive covenants, statutory rights-of-way, easements and development agreements related to zoning and subdivision matters.
6. Consult, negotiate, review and analyze development applications to identify compliance and non-compliance aspects of an application compared to regulations, polices, bylaws and legislation.
7. Provide professional advice through the preparation of reports and recommendations to the Regional Board and its Committees, and member municipalities.
8. Negotiate and oversee contracts for regional planning projects with consultants and ensure they proceed in a timely manner, on budget, and according to Board policies.
9. Participate in the development and update of workplans, budgets, administrative and technical systems, methods, and procedures utilized in the Department.
10. Conduct research related to land use, zoning, economics, demographics, urban development, environmental and social matters.
11. Participates, as requested, in the Regional Emergency Management Program, including in roles in the region's Emergency Operations Centre.

This position requires the candidate to be a Registered Professional Planner and member of the Canadian Institute of Planning with a minimum of 5 years of progressively responsible planning experience within community planning, policy development, and rural/environmental planning. A master's degree in planning or related field is preferred. You will have thorough knowledge of local government, provincial, and federal legislation, as well as considerable knowledge of environmental, transportation, and social planning principles. This position requires excellent customer service and communication skills, the ability to exercise tact and diplomacy, and the ability to navigate Microsoft office and mapping tools such as ArcGIS.

This is an exempt position that has a salary range of \$100,900 - \$112,100 - \$123,300. It is RDCO's philosophy to pay in the middle of the range for a fully qualified candidate. The standard hours for this position are Monday to Friday, 8:00am to 4:00pm.

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The Regional District of Central Okanagan offers a variety of perks from competitive compensation, dental, health and vision benefits, paid vacation, pension plan, training and development, opportunities for advancement, work-life balance, on-site parking, and the opportunity to contribute and make a change within the community.

View the full job description and apply at [rdco.com/jobs](https://rdco.com/jobs) by Tuesday, May 13<sup>th</sup>, 2025.

### ***About the Regional District of Central Okanagan***

***We acknowledge our presence on the traditional, ancestral, and unceded t̓m̓x̓w̓úlaʔx̓w̓ (land) of the syilx / Okanagan people who have resided here since time immemorial. The RDCO recognizes, honours, and respects the syilx/ Okanagan lands upon which we live, work, and play.***

***The Regional District of Central Okanagan is made up of a dedicated team of people who care about the community we serve. We offer a competitive compensation package that includes benefits, Municipal Pension Plan and professional development. We are located in one of the most desirable places to live in BC, in the heart of the Okanagan Valley. The appeal of Okanagan Lake and the natural beauty of the surroundings continue to draw people to the valley. Our lifestyle is second to none especially for those who live to enjoy the outdoors.***

# RDCO Job Description



**Position Title:** Regional Planning Specialist

**Department:** Development & Engineering Services

**Reports To:** Manager, Regional Planning

**Date:** April 15, 2025

## Job Purpose:

Reporting to the Manager, Regional Planning, this position provides development, long range, and regional professional planning services, including managing complex development applications, coordinating diverse planning initiatives, analyzing data, liaising with partners and project administration. In addition, this position oversees and provides direction to department staff and consultants and is a key advisor for confidential policy development.

## Principal Accountabilities:

1. Advise on complex and confidential policy development and regulatory projects such as, but not limited to, updates and amendments to the Regional Growth Strategy, Official Community Plans, and Zoning Bylaw.
2. Oversee, provide direction and conduct performance management of planners and administrative staff within the department.
3. Respond to development enquiries and provide information to developers, government agencies, indigenous communities, consultants and the public, including explaining policy and interpreting related bylaws.
4. Liaise with internal and external departments, agencies and groups concerning development and land use policies and regulations.
5. Coordinate the preparation and execution of restrictive covenants, statutory rights-of-way, easements and development agreements related to zoning and subdivision matters.
6. Consult, negotiate, review and analyze development applications to identify compliance and non-compliance aspects of an application compared to regulations, polices, bylaws and legislation.
7. Provide professional advice through the preparation of reports and recommendations to the Regional Board and its Committees, and member municipalities.
8. Negotiate and oversee contracts for regional planning projects with consultants and ensure they proceed in a timely manner, on budget, and according to Board policies.
9. Participate in the development and update of workplans, budgets, administrative and technical systems, methods, and procedures utilized in the Department.
10. Conduct research related to land use, zoning, economics, demographics, urban development, environmental and social matters.
11. Participates, as requested, in the Regional Emergency Management Program, including in roles in the region's Emergency Operations Centre.
12. Other duties as assigned.

## Reporting Relationships:

**Direct Reports:** Planner I and/or Planner II  
Administrative Assistant

**Budget:** \$75,000

## Knowledge, Skills & Experience:

### Training and Experience Required:

- Master's Degree in Planning or related discipline is preferred, or equivalent combination of education or experience.
- Minimum 5 years progressively responsible planning experience with community planning, policy development, and rural/environmental planning, within a local or regional government context.
- Expertise in land use policies, environmental and legislative regulations, along with strong research and analytical skills
- Registered Professional Planner and member of the Canadian Institute of Planners in good standing.
- Valid BC Driver's Licence – Class 5

### Knowledge, Skills and Abilities Required:

- Thorough knowledge of the methodologies utilized to prepare, update and utilize zoning bylaws, land use plans and studies, including accepted statistical and research techniques.
- Thorough knowledge of local government, provincial, and federal legislation and regulatory requirements related to land use planning in British Columbia.
- Considerable knowledge of land use, environmental, transportation, economic, and social planning principles as applied to rural and urban planning.
- Demonstrated exceptional customer service and communication skills. Ability to exercise courtesy, tact and diplomacy.
- Thorough knowledge of and ability to use Microsoft Office programs and mapping tools and software, such as ArcGIS.

### Working Conditions:

- **Physical Effort:** Seated position for most of the day with flexibility to move when desired. Occasional walking/hiking.
- **Physical Environment:** Office environment with occasional field work.
- **Mental Stress:** Exposure to public complaints
- **Sensory Attention:** High need for detailed and precise work. Accurate assessment of large quantities of information.