

File No.: 04-1000-20-2025-710

November 5, 2025

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of September 29, 2025 under the ***Freedom of Information and Protection of Privacy Act*** for:

Record of earliest recorded job description for a Social Planner position. Date range: January 1, 1965 to September 28, 2025.

All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2025-710); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Kevin Tuerlings, FOI Case Manager, for

[Signed by Kevin Tuerlings]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

:kt

Andrew Pank
2005-08-11

NOTICE TO CITY OF VANCOUVER STAFF**Social Planning Analyst - Comp. 05-0380**

There is a vacancy for a Social Planning Analyst in the Social Planning Department, Community Services Group. This position is open to both male and female candidates.

Duties:

Reporting to the Director the Social Planning Analyst is responsible for research and analysis (both statistical and inductive) of social service issues and trends, and for providing technical and organizational assistance to staff. Specific duties include web site management; developing and maintaining departmental databases and maps; producing reports on social indicators; literature review and data collection; designing and implementing studies and surveys; preparing public presentations; analyzing and assessing grant applications; and liaising with other civic and other government departments and committees, social service organizations, and other related organizations.

Qualifications:

University degree in a related discipline, or an equivalent combination of education and experience; excellent information and data management and analysis skills, including ability to interpret census data; demonstrated experience in social and community development policy and program research and analysis, including knowledge of social sustainability issues, and childcare and child and youth issues; demonstrated knowledge of social structure and problems in the modern urban community, and social service delivery systems and roles and responsibilities of different levels of government; good understanding of City systems (departmental structures, budget processes, policy development protocols); demonstrated ability to use PC software, preferably Word, Excel, Access, PowerPoint, WordPerfect, MapInfo, Photoshop, and Dreamweaver or Contribute, and to assist staff with problems of a technical nature; excellent written and verbal communication skills; strong organizational skills and the ability to adjust priorities and meet prescribed deadlines in a changing environment; and ability to work effectively as a team member.

Salary:

Pay Grade 24: \$26.01 to \$30.70 per hour.

Notes:

- This position falls under the jurisdiction of CUPE Local 15 (VMECW).
- City employees should apply no later than 5:00 p.m., Friday, August 19, 2005.
- A reminder that all internal applicants are expected to include their employee number on their application/resume when applying for vacant positions.

12 August 2005

Applicants should submit a current resume or a fully completed Application for Employment form that reflects their knowledge, skills and abilities relevant to the position, clearly indicating the competition number and job title, to:

Human Resource Services, 2nd Floor, City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4

Fax (604) 871-6900 ~ Email: jobs@vancouver.ca

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City of Vancouver
OPEN TO THE PUBLIC
Social Planner I - Comp 06-0272
Close date: July 21, 2006

The City of Vancouver has a temporary vacancy for a Social Planner I with a current focus on Childcare/Child Development in the Social Planning Department, Community Services Group. This position is temporary for approximately ten (10) months, with the possibility of extension(s). Reporting to the Director of Social Planning, with day to day responsibilities to the Child Development Coordinator this position's primary focus will be to participate in activities relating to the City's childcare operations and strategic plan. The Planner's duties are to work with the Child Development Coordinator in areas of social policy development, facility development, maintenance and lease coordination, community development, childcare and capital grant application support (reviewing, evaluating and prioritizing grant requests) and research. The position will assist with correspondence, briefing notes, Council reports, funding proposals and community inquiries. The position may assist on other Social Planning priorities such as community services grants, community development and social sustainability work. The Planner may supervise practicum, coop and intern students as needed.

Qualifications:

University graduation in the Social Sciences or other related discipline, preferably at the Master's level, or an equivalent combination of education and experience. Experience working in a municipal planning setting is an asset. Demonstrated knowledge and experience of childcare/child development in Vancouver is required.

Demonstrated knowledge and experience in planning, research and analysis along with knowledge of childcare and child development research, and policy development. Working knowledge of community capacity building and community development processes. Knowledge and demonstrated ability to work with the appropriate civic, provincial and federal levels of government; demonstrated facilitation skills, as well as the ability to work both independently and as a team member. Demonstrated knowledge and understanding of social sustainability, social development, quality of life indicators and social cohesion. Must have demonstrated excellent oral and written communication skills, research, analytical and critical evaluation skills, high degree of organizational skills, strong interpersonal skills, ability to set priorities in a complex, fast paced work environment. Good skills in utilizing computer software programs in Word, Excel, PowerPoint, VanMap, ability to work independently, and a desire and willingness to learn.

Salary Range:

Compensation for this position includes an annual salary range of \$57,745 to \$68,227 (based on an hourly rate of \$31.62 to \$37.36) plus a percentage in lieu of benefits. This position fall under the jurisdiction of CUPE Local 15 (VMECW).

14 July 2006

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