

**Date:** May 11, 2021

**Job Title:** Planner

**Reports to:** Director of Planning and Development Services

**Positions Supervised:** n/a

**Position Summary:**

- Manage, review, and process land use applications such as zoning amendment bylaws, development permits, variance permits, subdivision, and ALC applications in accordance with District regulations and policies, as well as provincial and federal legislation.
- Respond to land use and development inquiries; support the statutory approving officer in processing development applications; research, review, and amend land use policies and bylaws.

**Key Job Duties**

**Program Development and Implementation:**

- Provide technical and professional expertise and guidance to various planning groups, committees, developers, the public and Council.
- Review technical reports for bylaw compliance, compile information and prepare Council Reports.
- Receive, review and manage/process various land use referrals and development applications.
- Research and assist in planning and development services related projects as assigned.
- Conduct site visits to assess development conditions.

**Operations-Administration/Working Function:**

- Review application submissions for compliance with applicable bylaws and Provincial legislation such as the *Local Government Act, Community Charter, Land Title Act, Agricultural Land Commission Act, Strata Property Act* and Riparian Areas Protection Regulation.
- Review and evaluate land development applications, and coordinate approvals with other departments and government agencies.
- Provide administration, record keeping, budget tracking, and coordination services for planning projects.
- Participate in ongoing records management to ensure efficient information processing and retrieval.
- Compile monthly and quarterly Development Activity reports.
- Liaise with the GIS service provider (i.e. RDCO) on mapping information changes.
- Analyze and interpret statistical, demographic, environmental, and other relevant data for planning purposes.
- Liaise with other Development Services staff including but not limited to Building Inspector, Development Technician, and Bylaw Enforcement and Licensing Officer to support bylaw compliance programs.

**Customer Service/Communications:**

- Respond to front counter and telephone inquiries, provide and interpret GIS information.
- Provide customer service oriented response to public/counter inquiries and answer questions regarding relevant land use regulations, local bylaws and applications.
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws.
- Coordinate pre-application meetings with prospective applicants and inter-departmental development meetings.
- Facilitate or assist in the facilitation of public consultations to address development and land use issues.
- Prepare public hearing notices and notification letters.
- Liaise with other municipal departments and consultants.

### **Risk Management, Health and Safety**

- Implement technical best practices and planning standards.
- Practice and adhere to WorkSafeBC and District policies and procedures.
- Maintain accurate records and ensure complete information is provided to the community, developers and Council.

### **Leadership and Supervisory:**

- Participate as a team member ensuring high performance and service in the Planning and Development Services Department.

### **Financial:**

- Provide assistance and information to the Director for budget considerations.
- Act as the primary contact and file manager for the management of development applications, including but not limited to:
  - a) Ensuring performance bonding requirements in contracts, agreements and Development Permits are adhered to;
  - b) Liaise with Finance Department to ensure securities are dispersed according to performance prescribed in application agreements, contracts and permits;
  - c) Liaise with Operations Department to ensure cost estimates related to engineering, landscaping and securities for proposed development are acceptable to the District.

### **Qualifications**

#### **Education/Certification/Experience:**

- Bachelors degree in a planning-related field, or equivalent combination of education and experience.
- Three years of experience in a related position.
- Eligible for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners.

#### **Skills:**

- Communicate effectively with the public, development community, professionals and a variety of stakeholders with respect to planning and development matters, land use regulations, bylaws, and policies.
- Develop and maintain effective workplace relationships.
- Strong customer service skills.
- Knowledge of local land use policies and regulations, environmental legislation, as well as provincial and federal legislation related to planning.
- Organization and prioritization skills.
- Ability to formulate and rationalize professional planning recommendations.
- High attention to detail with superior report writing capability.
- Basic graphic and mapping skills.
- Excellent communication skills: verbal and written.
- Conflict resolution and negotiation skills.

#### **Job Provisions:**

- Maintain professional and technical knowledge applicable to the position.
- Stay current with sustainable land use planning legislations and practices in BC.
- May be required to perform additional duties as assigned by supervisor.