



JOB DESCRIPTION

JOB TITLE: PLANNER PROGRESSION **SCHEDULE:** B
DIVISION: DEVELOPMENT SERVICES **PAYGRADE:** 16-22
DEPARTMENT: PLANNING & DEVELOPMENT

JOB SUMMARY:

Responsible for planning work involving land use development proposals and applications; preparing plans and reports; doing field work, data collection and analysis; consulting with design professionals, developers and the general public as well as representing the department on various technical staff committees.

The core work is similar at all levels but as the work becomes increasingly complex, there is an increased requirement for independent judgment, self-motivation, creative problem solving, political acumen, communication skills, accuracy and detail, prioritizing and organizing an increasing workload. Under general supervision, unless the tasks assigned are of a routine nature well defined by precedent, the work is reviewed by the Manager. Performs related duties. These positions are subject to Schedule D hours.

MAJOR RESPONSIBILITIES:

PLANNER 1:

Under the general supervision of the Manager or Supervisor:

Supports the planning process by:

- responding to enquiries by providing information, advice, direction, and interpretation of regulations, guidelines, development review policies, procedures and regulations;
- processing a full range of land use applications including the Official Community Plan amendment;
- processing permits including Rezoning, Subdivision, Development, Development Variance and Tree Cutting as well as Land Use Contract amendments/discharges and Liquor/Cannabis Licenses to the final report stage including negotiation with the applicants and public consultation;
- responding to internal and external referrals related to land use and development issues including land sale or lease applications, subdivision applications, and soil removal designations;
- preparing recommendations for Council consideration, with guidance from the Supervisor;

- analyzing and conducting research on development proposals in terms of design, land use, access, impact on surrounding areas (i.e. traffic), provision of public utilities, general suitability for development;
- administering the design review process, and providing professional design advice;
- presenting development proposals to the Advisory Committee on Development Design (ACDD), establishing guidelines for ACDD meetings, establishing and approving agenda and meeting minutes, and attending ACDD meetings;
- making presentations, preparing reports and correspondence explaining recommendations to applicants, Board of Variance, other departments and committees;
- reviewing plans at building permit stage to ensure compliance with applicable Bylaws, as well as quality and design guidelines;
- representing the Division in discussions with developers and the public;
- liaising with other government agencies and departments to obtain and provide information regarding proposals, policies, and trends within the City;
- representing the Division as a resource person and/or acts as secretary at public meetings or meetings of Council Committees by preparing agendas;
- taking minutes, and distributing this information;
- representing the Division as a staff liaison on various committees to assist such committees in fulfilling their mandate;
- preparing web-based, electronic and hard copy materials and correspondence, and collecting, summarizing and presenting consultation results;
- undertaking research, studies, inventories, special projects in relation to planning issues under the direction of the Supervisor;
- attending Council meetings to present information on planning matters, where required;
- providing zoning confirmations for a variety of purposes including business licenses, comfort letters, building permits, and bylaw enforcement;
- carrying out site inspections related to various planning matters; and
- performing related duties.

QUALIFICATIONS:

Education: Completion of Grade 12. A degree in land use, environmental or regional planning recognized by the Canadian Institute of Planners.

Experience: A minimum of one year municipal land use experience. Membership or eligibility for membership in the Canadian Institute of Planners is desirable.

Knowledge & Skills: As listed at end of document.

PLANNER 2:

The responsibilities of a Planner 2 are the same as a Planner 1 with the following additional responsibilities:

The Planner 2 is an intermediate level of professional City planning requiring an increased level of independent judgment, and is knowledgeable in planning practice principles and legislative framework. The Planner 2 reviews, evaluates, processes and manages a number of complex planning applications and projects with solution-based problem solving. This includes monitoring and changing relevant bylaws based on demands; leading inter-divisional teams dealing with complex land use applications; begins to demonstrate political acumen; liaising with, and coordinating and synthesizing input from other divisions of the Department and other City Departments; advising and negotiating with applicants; consulting with design professionals, developers and the general public; representing the department on various technical staff committees; responding to enquiries regarding land use; managing and leading the public consultation; presenting materials at community information meetings and public hearings; utilizes multiple municipal plans and policies (Strategic Plans, Financial Plans, Neighbourhood Plans, OCP); preparing a variety of land use applications and other complex reports for submission and presentation to Council; drafting proposed bylaw amendments; and assisting with mentoring junior members of the planning team

Education: Completion of Grade 12. A degree in land use, environmental or regional planning recognized by the Canadian Institute of Planners.

Experience: A minimum of three years municipal land use experience. Membership in the Canadian Institute of Planners is required.

Knowledge & Skills: As listed at end of document.

PLANNER 3:

The responsibilities of a Planner 3 are the same as a Planner 1 and 2 with the following additional responsibilities:

The Planner 3 is at an advanced level of professional City planning with independent judgment and action that provides advice comprehensively and strategically. Work involves dealing with complex city-wide planning issues and the incumbent understands the multiple plans and policies' effect on land use decisions, processes and procedures, and provides advice accordingly. The work is carried out in consultation with internal and external stakeholders including other City Departments, governments and agencies, advocacy groups, community residents, land owners and business interests. There is a strong component of community capacity-building, as well as coordinating public process on contentious projects. The duties requires superior interpersonal skills including mentoring, facilitation, and problem resolution. In conjunction with the Supervisor, the incumbent assists in overseeing the day to day operation of the division including providing direction on workflow and priorities as approved by the Supervisor; consultant contract management and review; and identifying, developing, and ensuring that existing City policies, procedures and practices related to the operation are identified, documented, communicated to

staff and consistently applied. He/she provides advice and recommendations to staff and the Department on land use applications and issues. He/she handles a full range of land use applications to the final report stage including the preparation of reports on planning applications with recommendations for Council consideration, negotiation with the applicants, and organizing and participating in public meetings. The incumbent is required to exercise independent judgment in scoping and conceptualizing plan and project work, develop and oversees work programs and public processes, and provide knowledge and direction to staff and consultants. Additional responsibilities include undertaking independent research studies and special projects in relation to urban and rural development, including developing and amending policy and regulations in key land use documents; preparing grant and award applications; monitoring and evaluating the effectiveness of policies, plans and bylaws, and implementing actions on them in a multi-stakeholder environment. The incumbent acts as an advisor, facilitator, and mediator for Community Planning with a proven understanding of City's overarching plans and strategies.

QUALIFICATIONS:

Education: Completion of Grade 12. A degree in land use, environmental or regional planning recognized by the Canadian Institute of Planners.

Experience: A minimum of seven years of progressive experience managing major planning and policy projects or programs. Membership or eligibility for membership in the Canadian Institute of Planners is required.

Or a Master's Degree in Community and Regional Planning preferred, and at least five (5) years of responsible planning experience.

Knowledge & Skills: As listed at end of document.

Knowledge and Skills (all levels): Sound knowledge of fundamental planning principles and legislative framework. Knowledge of site planning, subdivision design, community planning principles, graphic illustration, GIS and air photo interpretation. Knowledge and capability in areas of urban planning and urban design and the ability to address issues involving land use, site planning, community amenities and community impact assessments. Familiarity with and demonstrated understanding of planning programs, plans, policies, bylaws, and permitting processes and issues is required. Extensive knowledge of the development application process. Ability to work within, and contribute to a proactive team environment. Ability to interact well with other employees, officials, and the public. Ability to complete assignments in a high pressure, time-sensitive environment using sound professional techniques, independent judgment, and creativity within the parameters of work assignments. Excellent verbal and written skills including preparation of reports and presentation of reports or other information to Council, Civic boards or panels, and the public. Competent technical, socio-economic research, analytical, and writing skills are required. Commitment to customer service. Ability to use tact, diplomacy and discretion when handling confidential matters. Demonstrated attention to detail. Exceptional ability to self-motivate and function with minimum direction and supervision. Strong project management, communication, facilitation and public participation. Knowledge of and demonstrated skills with computer applications pertaining to the work. Knowledge of quantitative methods used in the planning field. Knowledge of WorkSafe BC regulations, occupational hazards and safe work

procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: Yes - Valid BC driver's license, Class 5
Vehicle Usage: Yes - City vehicle
Police Information Check: No.

Prepared by: Wells / Bourret / Watt
Date prepared: June 2014
Date revised: Included Sustain Community Development
Revised by: Bourret
Date revised: October 2021
Revised by: Wasnik, Young