



## **JOB DESCRIPTION**

**TITLE:** PLANNER I

**DEPARTMENT:** PLANNING AND DEVELOPMENT

**LEVEL:** 12 (Subject to JE)

**Position Last Evaluated:** n/a  
**Job Desc. Last Updated:** n/a

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### **JOB SUMMARY**

Under the direction of the applicable Planning and Development Manager, the incumbent is responsible for reviewing development applications to ensure compliance with applicable City bylaws, policies and guidelines, and relevant statutory requirements. The Planner I coordinates referrals, assists in preparing and administering legal documents, and facilitates public hearings and engagement processes, while supporting the delivery of department services in a timely, professional and customer-focused manner.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Responds to complex inquiries and planning information requests from the public, the development community, and staff respecting planning matters, including the Zoning Bylaw, the Official Community Plan, development guidelines and application processing.
2. Independently reviews and manages applications such as rezoning, development permit, development variance permit, temporary use permit, Board of Variance, liquor licence, and Agricultural Land Reserve applications to ensure compliance with applicable City bylaws, policies and guidelines, and relevant statutory requirements.
3. Prepares notifications and ensures all statutory procedural requirements are met for public hearings, development variance permits, temporary use permits, Board of Variance, and Agricultural Land Reserve applications in accordance with the *Local Government Act*.
4. Coordinates and evaluates the referrals for development applications and provides recommendations.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Prepares and handles the processing of amendment bylaws for Council's consideration from initial drafting to bylaw implementation.
6. Assists in the preparation, review, administration, amendment, registration, and discharge of legal documents (e.g. rights-of-way, easements, covenants, and housing agreements).
7. Maintains data and databases, and analyzes data, to support the work of the Planning and Development Department, including the tracking of development applications.
8. Administers securities related to development approvals.
9. Reviews permit applications, including on-site inspections, to ensure projects comply with the Zoning Bylaw and conditions set out in approved permits.
10. Conducts meetings as required for committees, public hearings, and other public engagement, and assists with the design of public engagement strategies and materials.
11. Prepares research material and planning reports for presentation to Council, appointed committees, and others.
12. Produces land use statistical information and graphic presentations for Planning and Development initiatives.
13. Works with other departments to collaborate on information sharing and updates.
14. Supports Planning and Bylaw Enforcement staff in the review of Zoning Bylaw infractions.
15. Works cooperatively with staff from other City departments to facilitate planning solutions.
16. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of fundamental planning principles and legislative framework, policy development, site planning and urban design, particularly within a local government context.

Ability to interpret land use bylaws and administer development approval and permitting processes with accuracy and sound judgment.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Strong research and analytical skills, and the ability to interpret and evaluate development plans and specifications as well as socio-economic data.

Excellent verbal and written communication skills with a demonstrated attention to detail and the ability to prepare concise reports, correspondence, and presentations.

Ability to negotiate competing interests during the development process and foster a cooperative approach to problem-solving.

Strong organizational skills with a demonstrated ability to prioritize and complete multiple assignments and meet deadlines in a time-sensitive environment.

Ability to communicate with tact, diplomacy and discretion when handling confidential matters.

Ability to work within and contribute to a proactive team environment, and to establish and maintain respectful and effective working relationships with applicants, the public, elected officials, external agencies, and other employees.

Ability to work varied hours as necessary to attend meetings as required.

Basic computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), and database programs.

Knowledge of planning related computer applications, including Geographic Information Systems and property information systems.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Degree in urban planning, geography, architecture, landscape architecture or related discipline from a recognized educational institution.

Minimum of 2 years' experience in municipal planning, including responding to planning information requests, independently reviewing planning applications and/or policy development, and ensuring statutory procedural compliance.

Or an equivalent combination of education and experience.

Eligible for membership in the Canadian Institute of Planners and/or Planning Institute of British Columbia.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.