



JOB DESCRIPTION

TITLE: PLANNER II

DEPARTMENT: PLANNING AND DEVELOPMENT

LEVEL: 14

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Sep 2025

JOB SUMMARY

Under the direction of the applicable Planning and Development Manager, the incumbent is responsible for undertaking professional planning assignments, leading projects, administering the Official Community Plan, Zoning Bylaw, and related land use regulations; as well as guiding applicants through development approval processes, and providing staff support to Councils' advisory committees. The Planner II oversees complex planning applications and/or policy development, prepares planning reports and bylaws, facilitates public engagement processes, and provides direction and training to technical staff in support of departmental initiatives.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Provides functional direction, training and guidance to technical staff. Plans, schedules and monitors work and projects.
2. Carries out planning assignments involving the application of specialized knowledge in the analysis of planning policy and legislation, Zoning, Official Community Plan, and other land use bylaws. Undertakes special projects related to planning programs and initiatives.
3. Researches, assembles and interprets historical, economic, physical, social, legal, statistical, and other data for departmental studies and projects.
4. Determines the scope and research methodology to be utilized for in-depth planning studies, and prepares comprehensive reports, planning regulations, and policies.
5. Prepares research material and planning reports for presentation to Council, appointed committees, and others.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Designs, implements, and facilitates public engagement programs. Undertakes meetings and workshops designed to solicit involvement in defining planning issues and setting land use, economic, social, and environmental objectives.
7. Independently reviews and manages complex applications such as OCP amendment, rezoning, development permit, development variance permit, temporary use permit, heritage alteration permit, liquor licence, and Agricultural Land Reserve applications to ensure compliance with applicable City bylaws, policies and guidelines, and relevant statutory requirements.
8. Liaises with developers, architects, land owners, and the public to provide advice and assistance relating to land use and zoning, urban design, and environmental matters, including policy development and planning issues.
9. Ensures that 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*.
10. Prepares and handles the processing of amendment bylaws for Council's consideration from initial drafting to bylaw implementation.
11. Coordinates the preparation, review, administration, amendment, registration, and discharge of legal documents (e.g. rights-of-way, easements, covenants, and housing agreements).
12. Administers securities related to development approvals, manages contracts with consultants, and leads grant programs.
13. Evaluates planning trends to ensure compatibility with City planning goals and objectives.
14. Reviews permit applications, including on-site inspections, to ensure projects comply with the Zoning Bylaw and conditions set out in approved permits.
15. Acts as the representative of the department at public meetings, committee and commission meetings, prepares reports and agendas, and attends meetings of the various department committees.
16. Conducts meetings as required for committees, public hearings, and public engagement.
17. Works cooperatively with staff from other City departments to facilitate planning solutions.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

18. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive 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.

Ability to delegate work to staff performing administrative and technical planning work, and to perform all duties with minimal supervision.

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 resolve conflicts and 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.

Proficient 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, or landscape architecture or related discipline from a recognized educational institution.

Minimum of 3 years' experience in municipal planning, including leading planning projects, managing complex planning application reviews and/or policy development, and resolving competing community interests.

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.