

COMPETITION #2018-U04

MUNICIPAL PLANNER**Temporary, Full-Time Union Position***(One Year Term: June 2018 – June 2019)*

Salary: \$38.44 - \$41.78 / hr

1. FUNCTION

Under the general direction of the Manager of Planning, the Municipal Planner is responsible for: reviewing, processing and making recommendations on development applications; assisting the Manager in developing policy related to current and long-term planning; attending meetings representing the Town on planning-related issues; responding to public inquiries regarding development proposals; maintaining the database system for tracking development applications; and conducting research and analyzing statistical data. This is a technical and administrative position requiring considerable knowledge of the principles, practices and objectives of urban planning.

2. TYPICAL DUTIES

- a) Respond to inquiries from the public, the development community and staff with a high degree of accuracy and accountability with respect to land use regulations and application processing. This includes providing a variety of detailed information and interpretation of bylaws, regulations and procedures.
- b) Review and process complex development applications (i.e. Development Permits, Development Variance Permits, Official Community Plan Amendments, Zoning Amendments, etc.). This includes: conducting technical reviews to ensure compliance with applicable development bylaws, design guidelines, etc.; meeting with applicants to address any issues; and preparing staff reports and making recommendations to Council.
- c) Assist with reviewing subdivision applications and providing advice to the Town's Approving Officer. This includes: ensuring completion of internal and external notifications for review and comment; preparing cost estimates for development cost charges, etc.; and preparing Preliminary Layout Approvals (PLA).
- d) Prepare bylaws associated with the Official Community Plan, Zoning, and other land use related bylaws. This includes conducting a complete technical review and preparation of Town bylaws and polices.
- e) Contribute to maintaining the Town's database system for tracking the status of development applications.
- f) Prepare documentation for the Advisory Planning Commission and attend meetings as directed by the Manager of Planning.
- g) Attend meetings with developers and outside organizations representing the Town on planning related issues as required.
- h) Undertake research, prepare statistical analysis and reports on rezoning, strata title conversions, release of bonds on related projects.

- i) Conduct on-site inspections for compliance with approved Development Permits, including building form, parking, landscaping and other items as required.
- j) Provide input, as required, on Business Licence applications for the Town.
- k) In consultation with the Manager of Planning, prepare planning studies, which may include coordinating and facilitating public consultation activities.
- l) Research and assist in the preparation of grant applications for planning and other related topics.
- m) Perform other related duties as required or assigned.

2. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a) Considerable knowledge of the principles, practices, techniques and objectives of urban planning.
- b) Considerable knowledge of the *Local Government Act, Community Charter, Land Titles* and other related acts and municipal bylaws and policies of the Planning Department.
- c) Knowledge of economics and sociology as applied to urban planning.
- d) Ability to collect and research statistical data using standard principles, practices and procedures.
- e) Ability to apply sound, consistent judgement and creativity to a variety of planning problems and projects.
- f) Ability to assess the conformance and implications of development proposals to municipal regulations and policies.
- g) Ability to read and interpret architectural drawings.
- h) Strong written and oral communication skills.
- i) Ability to effectively and efficiently organize, maintain records, set priorities and meet deadlines.
- j) Proficient computer skills in operating a networked computer and various software programs (i.e. MS Office, Adobe Suite, Tempest, GIS, SketchUp, etc.).
- k) Ability to liaise with internal and external contacts and to establish and maintain effective working relationships with other employees, professionals and the public.

3. TRAINING AND EXPERIENCE

- a) University graduation in Urban Planning, Urban Design or a related discipline.
- b) A minimum of 4 years related experience in a municipal environment.
- c) Experience with MS Office (Outlook, Word, Excel, etc.), Adobe Suite and GIS.
- d) Eligible for membership in Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP).
- e) Valid Driver's Licence for BC (Class 5).

SUBMIT TO: Administration Department

CLOSING DATE: 4:00 pm, Monday, April 30, 2018