TOWN OF SIDNEY

COMPETITION #2020-U07

MUNICIPAL PLANNER

Regular, Full-Time Union Position

Salary: $41.41 - $45.01/hr

1. FUNCTION

Under the general direction of Senior Manager of Long Range Planning and Senior Manager of Current Planning, the Municipal Planner is responsible for: reviewing, processing and making recommendations on development applications; assisting 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 Senior Manager of Current 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) Review and process Liquor and Cannabis Licence referrals and provide input, as required, on Business Licence applications for the Town.
k) In consultation with the Senior Manager of Long Range 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, ESRI ArcMap 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: 4:00pm, Monday, August 24, 2020