JOB DESCRIPTION

Position: Planner II
Union: CUPE 374
Approval Date:

1. FUNCTION

Reporting to the Director of Community Planning, the Planner II is responsible for reviewing, processing and making recommendations on development applications; developing bylaws and policy related to current and long-term planning; attending and speaking at meetings representing the Town on planning-related matters; responding to and coordinating public inquiries regarding development proposals; updating the development application tracking database; and conducting research and analyzing statistical data. This is a technical and administrative position requiring advanced knowledge of the principles, practices, and objectives of urban planning in a municipal environment.

2. TYPICAL DUTIES

a) Coordinate and 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 moderate to complex development applications (e.g. Development Permits, Development Variance Permits, Official Community Plan Amendments, Zoning Amendments). This includes conducting technical reviews to ensure compliance with applicable development bylaws and design guidelines; meeting with applicants; and preparing staff reports and making recommendations to Council.

c) Prepare planning reports, grant applications, recommendations, and policy proposals for submission to senior planning staff and Council. Present on the content of the report as required.

d) Assist in the preparation of detailed and comprehensive reports and plans based on research, analysis and studies on a wide variety of land use, urban growth, transportation, environmental sustainability and community livability trends, opportunities, and initiatives.

e) Lead dialogue with community stakeholders, other departments, citizens' groups, and standing committees, including coordinating and facilitating public consultation activities.

f) Review subdivision applications and provide advice to the Town’s Approving Officer. This includes ensuring completion of internal and external notifications for review and comment, reviewing referral responses, and preparing Preliminary Layout Approvals (PLA).

g) Prepare and present to senior staff and Council bylaws associated with the Official Community Plan, Zoning, and other related land use bylaws.

h) Update the Town's development application tracking database.

i) Prepare documentation for the Advisory Planning Commission; attend and present reports at meetings as required.

j) Organize and lead meetings with developers and outside organizations, representing the Town on planning-related matters as required.

k) Undertake research, prepare statistical analysis, and prepare reports on rezoning, strata title conversions, and related projects.

l) Conduct on-site inspections for compliance with approved Development Permits, including building form, parking, landscaping, and other items as required.

m) Review and process Liquor and Cannabis Licence referrals and manage the public input process. Provide input, as required, on Business Licence applications for the Town.

n) Perform other related duties as required.

3. 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 Title Act* and other related acts, as well as 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 work well under pressure, handle multiple tasks, and changing priorities.

g) Ability to assess the conformance and implications of development proposals to municipal regulations and policies.

h) Ability to read and interpret architectural drawings.

i) Ability to communicate effectively verbally and in writing.

j) Ability to reconcile differing perspectives, develop consensus, negotiate compromises, and secure support from a wide range of internal and external stakeholders.

k) Ability to effectively and efficiently organize, maintain records, set priorities, and meet deadlines.

l) Ability to lead or facilitate meetings, groups, and teams, including when dealing with controversial subjects.

m) Ability to process thorough, complete, and accurate work with limited supervision.

n) Proficient computer skills in operating a networked computer and various software programs (i.e. MS Office, Adobe Suite, Tempest, ESRI ArcMap GIS, SketchUp).

o) Ability to liaise with internal and external contacts and to establish and maintain effective working relationships with other employees, professionals and the public.

4. TRAINING AND EXPERIENCE

a) Undergraduate degree in Urban Planning, Urban Design, or a related discipline.

b) A minimum of 5 years related experience in the planning field within a municipal environment.

c) Experience with MS Office (Outlook, Word, Excel, etc.), Adobe Suite, and GIS.

d) A minimum of candidate membership in Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP).

e) Experience managing complex projects with impacts/implications on multiple stakeholders with varying interests is preferred.

f) Valid BC Class 5 Driver's Licence.