

Planner

Permanent, Full-time – Reports to the Manager of Development Services
Monday – Friday – 8:30 am to 4:30 pm, with some evening work required.

Definition:

Reporting to the Manager of Development Services, the Planner acts as an advisor on general planning policies, objectives and requirements as well as land use proposals. The Planner is responsible for research, report writing, review of technical information, review of land use submissions, and other general professional planning duties.

Overall Duties and Responsibilities:

- Interprets and applies applicable land use regulations and policies and ensures that all statutory process requirements are met in accordance with the Local Government Act, Provincial and Federal Legislation;
- Conducts review of various development applications including Official Community Plan (OCP) amendments, rezoning applications, development permit applications, development variance permit applications, temporary use permits, Board of Variance applications, ALC applications, and other land use requests;
- Conducts planning research in specific and general project areas;
- Prepares and presents formal and technical reports to Council, provides advice and makes recommendations;
- Undertakes public notification, citizen engagement and stakeholder consultation on development matters in conjunction with the Village's Communications Coordinator including Public Information Meetings, Open Houses and Pop-up Events;
- Processes subdivision applications and prepares for approval by the Approving Officer;
- Prepares letters, email correspondence, holds meetings or provides verbal updates on the status of applications to proponents, to ensure good communication through-out the processing of an application;
- Responds to telephone and counter enquiries and correspondence from the general public other municipal departments, consultants, developers, agencies and other groups concerning development projects;
- Advises and consults with other Departments, community groups, property owners, associations, clubs and the public on matters related to a development project;
- Attends and presents at meetings as required, including Development Services Meetings, Council and Committee Meetings and Public Hearings;
- Coordinates the activities of and acts as a staff advisor to the Advisory Design Review Commission, Advisory Land Use Commission and Board of Variance;

- Responds to external referral requests;
- Participates as the Village Representative on various regional committees, as required;
- Performs other duties as assigned.

Minimum Qualifications:

- University graduate in an appropriate discipline, preferably community and regional planning, and related professional planning experience or an equivalent combination of training and experience
- Five to seven years previous related experience in municipal or other government setting
- Membership, or eligibility for membership, in the Canadian Institute of Planners (CIP) and the Planning Institute of BC (PIBC) or equivalent membership or certification
- In depth knowledge of planning principles and practices
- Strong report writing skills
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office and working knowledge of Adobe, GIS, and internet applications
- Creative problem-solving skills and conflict resolution skills
- Ability to work independently and or in a team environment as needed
- Ability to work on several projects simultaneously and to accomplish tasks and assignments on time
- Ability to deal effectively with co-workers, community stakeholders, and the public
- Driver's License valid in British Columbia and satisfactory Driver's Abstract.