

PLANNING ANALYST

Provides advice and instruction on behalf of the Village of Pemberton regarding planning policies, projects and strategies. Supports the day-to-day functioning of the Development Services team, providing administrative support, assisting with research, data collection, analysis and preparation of reports to Council.

Responsibilities:

- Reviews development applications and proposals for residential, commercial and industrial purposes including Official Community Plan (OCP) amendments, rezoning applications, development permit applications, development variance permit applications, temporary use permits, Board of Variance applications, Agricultural Land Commission applications and other land use requests
- Provides support to new and ongoing development projects and planning objectives including the OCP, zoning bylaw, DCC bylaw, ACC bylaw, plans related to transportation, parks or neighborhoods, procedures bylaw, works and services bylaw and infrastructure master plans.
- Supports and coordinates community engagement initiatives and stakeholder consultation on development matters including online content creation, distribution of surveys and coordination of events
- Conducts planning research and data collection in specific and general project areas
- Advances opportunities within the VOP Community Climate Action Plan
- Proactively drafts correspondence and provide timely updates on the status of applications to proponents
- Responsible for maintaining planning and development records and files on behalf of the team as per the Village records management system
- Supports the development services team with response to general enquires and referrals from internal and external stakeholders and members of the public
- Prepares and present reports to Council on planning and building matters
- Supports consultants with Council report submissions including deadline management and uploading reports and appendix items to eScribe
- Participates as a Village representative at various regional committees
- Researches grant funding opportunities
- Drafts correspondence on behalf of the Manager of Development Services
- Composes, researches, proofreads, edits and finalizes a variety of documents on behalf of the Manager of Development Services
- Provides general assistance, answering calls, scheduling meetings and appointments
- Performs other duties as assigned

Skills and Experience:

- Desire to learn and develop specialized knowledge
- Ability to multitask and manage multiple concurrent deadlines

Job Title: Planning Analyst
Developed By: Human Resources
Updated: March 2025



- High attention to detail ability to proofread, interpret rules, regulations etc.
- Strong communication skills, both written and verbal
- Communicates in a tactful manner and able to diffuse situations
- Ability to interpret and translate technical information
- Ability to establish and maintain effective working relationships with a variety of stakeholders
- Proficient with computers and able to navigate systems and software
- Post secondary degree in Geography or Community/Regional Planning desirable

Emergency Operations:

Anyone actively employed by the Village of Pemberton may be required to assist the Village in providing emergency services. Duties assigned during an emergency situation may differ from regular duties.

Posting Details:

Job Location: Municipal Hall, Prospect Street (Ability to work remote up to 50% of regular hours)

Job Type: Full-time, 1 Year Term

Application Deadline: March 31, 2025

Estimated Start Date: May 1, 2025

Job Grade: 6

Salary: \$56,387.00

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.