

PLANNER II

Provides advice and direction on behalf of the Village of Pemberton regarding planning policies, projects and strategies. Responsible for conducting research, writing reports, reviewing technical information including land use submissions, and steering critical development projects.

Responsibilities:

- Interprets and applies land use regulations and policies to ensure that all statutory process requirements are met in accordance with the Local Government Act, Provincial and Federal Legislation
- Reviews development applications and proposals for residential, commercial and industrial purposes including the Official Community Plan (OCP) amendments, rezoning applications, subdivision applications, development permit applications, development variance permit applications, temporary use permits, Board of Variance applications, Agricultural Land Commission applications, and other land use requests
- Prepares, presents, and makes recommendations via formal and technical reports to the Advisory Design Review Commission, Advisory Land Use Commission and Board of Variance
- Proactively planning out public notification, community engagement and stakeholder consultation on development matters with support from other members of the team
- Attends and presents at meetings including Council and Committee Meetings and Public Hearings
- Participates as the Village representative at various regional committees
- Leads planning and development related projects ensuring Village of Pemberton policy is applied and Council are informed of progress and key milestones, being accountable for deliverables and following timelines
- Works closely with internal stakeholder groups to advance the goals and objectives of community plans, preparing background materials to inform at various phases of the plan
- Advises and consults with other departments, community groups, property owners, associations, clubs and the public on matters related to planning or development
- Responsible for timely updates on the status of applications to proponents and ensure good communication through-out the processing of an application
- Responds to general enquires and referrals from members of the public or external stakeholders
- Conducts planning research in specific and general project areas
- Research, drafts and updates bylaw and policy amendments as needed
- Performs other duties as assigned

Skills and Experience:

- University level education with a focus on community or regional planning
- Membership with the Canadian Institute of Planners or equivalent
- Thorough knowledge of planning principles and practices

Job Title: Planner II
Developed By: Human Resources
Updated: March 2025



- Prior experience working in a municipal planning/development environment
- Ability to exercise initiative and sound judgement or recommendations
- High attention to detail; ability to proofread, interpret rules, regulations etc
- Strong communication skills, experienced presenting to external stakeholders
- Proficient with computers and able to navigate systems and software
- Self-starter with the ability to work independently
- Ability to multitask and manage multiple concurrent deadlines
- Ability to establish and maintain effective working relationships with a variety of stakeholders

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, Permanent

Application Deadline: April 3, 2025

Estimated Start Date: May 1, 2025

Job Grade: 4

Salary: \$80,554.00