



JOB DESCRIPTION

Title	Planner I	Pay Grade	12 Inside
Department	Development Services	Location	Municipal Hall
Supervisor	Director of Development Services	Reviewed	July 2022

Nature and Scope of Work

The Planner I provides customer and planning services on land use applications (Technical Development Permits, Development Variance Permits, Rezoning) and subdivision applications; and provides a range of professional planning functions, including advice to internal and external clients that requires a sound understanding of federal, provincial and municipal legislation, and support for departmental planning projects.

Duties

1. Reviews and processes a range of land development applications (Zoning review for Building Permits, Technical Development Permits, Development Variance Permits; Agricultural Land Commission referrals, Rezoning, Crown Land and other Provincial Referrals and Subdivisions) associated reports and documentation for compliance with the District bylaws and applicable standards and regulations.
2. Conducts technical reviews and prepares reports for Council on development applications as assigned to ensure compliance with applicable development policies and bylaws.
3. Reviews Bylaw Enforcement referrals to determine compliance with planning bylaws and regulations, charges on title and provides technical assistance to Bylaw Enforcement personnel.
4. Responds to inquiries by providing preliminary application information related to the development approval process, relevant bylaw interpretation, referral comments from other departments, and regulations and property-based information.
5. Liaises with various internal and external stakeholders in the researching and processing of development applications.
6. Creates reports and permits, explains deficiencies, provides guidance and technical advice to applicants, Registered Professionals, consultants, and property owners as needed to resolve compliance issues, authors correspondence to all affected parties on application-related matters.
7. Ensures that statutory notification and other requirements are completed accurately for development applications as applicable.
8. Conducts on-site evaluations as part of the application review process.
9. Coordinates the review and issuance of planning permits under Delegated Authority and prepares permits for Development Officer signature and approval.

10. Coordinates the review and gathering of internal comments for subdivision applications and prepares Preliminary Layout Approvals (PLAs) for Approving Officer signature and approval;
11. Works with other departments on planning-related issues;
12. Maintains a positive working relationship with the development industry, other departments, other levels of government, consultants, engineers, surveyors, developers, property owners and the general public on planning related issues;
13. Stays abreast of legislation and current planning practices relating to scope of duties to ensure compliance with federal, provincial legislation and municipal bylaws and to ensure consistency with good planning practices.
14. Writes, maintains, and reviews development application and permit records, general letters, correspondence and technical reports; keeps accurate, complete and current records and presents oral and written reports as requested.
15. Provides oral presentations to Council committees and Council, as required, for development permits, zonings, and development variance permits requiring Council review and approval, and as assigned by the Director.
16. Maintains up-to-date knowledge of new developments in land use planning.
17. Collaborates with other Development Services staff in delivering development services.
18. Recommends new policies and prepares procedures to ensure a high level of customer service is achieved.
19. Performs other related work as required.

Required Skills and Knowledge

1. Excellent organizational, written and verbal communication skills and the ability to write comprehensive reports.
2. The ability to read architectural, engineering and site plans and understand specifications.
3. Knowledge of the intent and objectives of District bylaws and the ability to research and provide guidance on accomplishing the proposed objectives.
4. Ability to recognize and determine the need for further information that may include independent technical reports.
5. Ability to exercise considerable courtesy, tact and diplomacy in dealing with other municipal employees, external agencies and the general public and to provide technical information on District requirements, bylaws, procedures and related matters.
6. Demonstrated ability to communicate effectively orally and in writing, with a variety of clients and stakeholders; ability to communicate in appropriate technical language with other professionals, as well as an ability to interpret highly technical terms into lay language and facilitate bylaw compliance.
7. Ability to work independently and efficiently with limited supervision, maintaining an excellent quality of service and high degree of accuracy in work.
8. Good organizations skills with the ability to multi-task and problem solve.

9. Ability to handle confidential and sensitive matters with discretion and integrity.
10. Fully conversant with Microsoft Office software package and GIS software.

Required Qualifications

1. Completion of a bachelor's degree in Planning, Geography or a related field.
2. One (1) year of land use planning experience either in the private sector or in a local government setting.
3. Working knowledge of theoretical land use planning principles, local land use planning policies, and possesses the ability to make land use decisions and recommendations.
4. Working knowledge and understanding of the *Local Government Act*, *Land Title Act*, *Community Charter*, *Agricultural Land Commission Act* and other relevant federal and provincial policies and legislation as they relate to local government.
5. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE, Local 1136, Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.
3. Overtime as required.