

Job Title: Planner I		Pay Grade: 8
Department: Planning Services		Reports To: Manager of Planning Services
JJE Maintenance Review Date: 2029	Content Last Updated: October 2023	Position(s) supervised: N/A

JOB SUMMARY

The Planner I evaluates land use development proposals, drafts amendments to Regional Growth Strategy (RGS), Official Community Plans (OCPs), Local Area Plans (LAPs) and zoning bylaws, leads public and stakeholder consultations, researches and prepares reports on various planning issues and provides information to public, committees and staff on land use and planning matters, applications, and current land use plans. This position is customer facing and provides professional advice to Planning and Development Services Representatives in providing planning services to the general public.

MAJOR DUTIES AND RESPONSIBILITIES

1. Evaluates land use development proposals for compliance with RGS, OCPs, LAPs, zoning bylaws and land use planning principles; reviews project deficiencies with developer and other stakeholders and explains requirements for acceptance.
2. Assesses need for amendment to RGS, OCP, LAP and zoning bylaws in order to approve current development proposals and plans, arranges and conducts statutory public hearings, meetings, workshops and open houses to discuss RGS, OCP, LAP and zoning amendments and other land use and planning matters.
3. Liaises with agencies, community groups and stakeholders in zoning reviews to identify and consider their positions/needs.
4. Prepares reports and recommendations regarding development, rezoning and OCP applications and land use and planning issues for review by management.
5. Prepares amendments to OCPs, LAPs and zoning bylaws.
6. Liaises with developers, consultants and other stakeholders in regards to development and development variance permits, ALR applications, temporary industrial/commercial use permits, and other permits and land use applications.

7. Undertakes site visits to meet with owners and/or agents to walk the site, taking note of physical characters, taking photos, and evaluating the appropriateness of the development proposal for the particular site.
8. Conducts research on various current and emerging planning matters; obtains legal and other professional advice as appropriate and prepares reports for review by management.
9. Provides land use information to the public, community groups and other stakeholders.
10. Responds to enquiries regarding planning issues; explains bylaws and regulations, provincial and federal acts, regulations and orders, CVRD policies and procedures, permit requirements and processes, and the role and requirements of other departments and agencies; responds to complaints related to the work.
11. Remains current with changes, general trends and developments within the field by continuous professional development.
12. Performs backup functions and undertakes other assigned duties as required

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Undergraduate degree of four-years or equivalent in community or regional planning
- Over six months and up to and including one year of directly related experience in local government land use planning and zoning.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Eligible for membership with the Canadian Institute of Planners or Planning Institute of BC
- Valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

N/A

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Sound working knowledge of provincial legislation relating to the work, including the *Local Government Act, Land Title Act, Agricultural Land Commission Act, Strata Property Act.*
- Sound working knowledge of local government land use, zoning and subdivision control bylaws, and the processes relating to development permits, development variance permits, subdivision, rezoning OCP and LAP amendments.
- Sound working knowledge of land use planning principles.

- Ability to understand planning studies, legal descriptions and opinions and technical reports
- Ability to conduct research and write policy papers and reports
- Ability to conduct public meetings and facilitate groups and workshops
- Ability to recognize political issues and exercise sound judgment in dealing with ramifications of decisions
- Ability to effectively explain land use bylaws and permit requirements and processes to stakeholders and deal with complaints professionally
- Ability to review various documents related to the work
- Ability to provide technical guidance and assistance to other staff
- Ability to handle multiple tasks simultaneously and manage multiple priorities
- Knowledge of safety procedures and safe workplace practices related to the work
- Ability to communicate and relate to others effectively both orally and in writing
- Communication, interpersonal, organizational, analytical and problem solving skills
- Strong research and writing skills
- Demonstrated advanced level skills with Microsoft Office Suite. Strong utilization skills with Adobe Acrobat and SharePoint applications.

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date