

Planner II – Development Planning

Approval Date:	May 2023	Department:	Development Services
☐ IAFF	☒ CUPE	☐ Management	
Title of Excluded Supervisor:	Development Planning Manager		

General Accountability:

Purpose and Scope

Reporting to the Development Planning Manager, the Planner II performs a wide range of professional planning duties. The position involves specialized knowledge and the application of social, economic, physical and environmental information to studies and reports connected with the land use and development management in the City. The work involves the analysis and processing of development applications, policy analysis and development, the preparation of various types of community planning reports and studies, public presentations and the provision of technical advice to customers inside and outside the organization.

The incumbent exercises considerable independent judgment in planning and carrying out assignments, requiring the ability to meet deadlines and set priorities, implement sound administrative and professional practices, and deliver quality customer service.

Nature and Scope of Work

- Acts as file manager for development applications, including application processing, review and analysis.
- Conducts studies on a wide variety of current residential, commercial and industrial development trends, opportunities and initiatives.
- Consults with applicants, owners and architects and liaises with other departments, citizens' groups and standing committees.
- Prepares comprehensive planning reports, recommendations and policy proposals for submission to managers, Council and various committees.
- Drafts bylaws and amendments to address the changing needs of the City, interprets the bylaws applicable to applicants and the public, and answers a variety of related inquiries.
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies and the general public in a manner that is tactful, clear, concise and professional.
- Prepares graphic and other material for presentation at meetings such as public hearings and public information meetings.
- Reviews, revises, and develops departmental policies as required.
- Prepares and maintains records, statistics, reports and correspondence, including word processing and data entry into the municipal database, and responds to internal and external inquiries.
- Reviews legal instruments and co-ordinates necessary approvals and registrations.
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise and receive public input.
- Performs planning review, research and follow-up of special projects and functions as a project manager.
- As required, attends and/ or presents development applications to Council and/or various committee meetings.
- Provides direction to technical and clerical support staff as required.
- Performs other related duties as required.

Necessary Qualifications

Knowledge:

- Considerable knowledge of the principles, practices and objectives of community/development planning, urban design and social planning.
- Considerable knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Knowledge of economics and standard statistical techniques and research methods as applied to community/development planning at the municipal and regional level.
- Considerable knowledge of trends and developments in community/development planning and urban design.
- Working knowledge of computer applications and software related to the work.
- Basic knowledge of WSBC regulations, safe work practices, and emergency management principles.

Skills:

- Strong interpersonal, written and presentation skills.
- Strong analytical, problem solving and decision-making skills.
- Proficient in relevant computer applications and software.
- Excellent attention to detail.
- Effective conflict resolution skills.
- Excellent organizational and time management skills.

Abilities:

- Demonstrated ability to communicate complex information to customers who may not be familiar with the topic.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to assess the impact of development upon the City, relate development to existing bylaws, and draft amendments to the bylaws suitable to the needs of the community as established by Council.
- Ability to establish priorities and schedule workload to meet deadlines.
- Ability to work well with minimal supervision in a team environment.
- Ability to facilitate public meetings and make presentations to Council.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Undergraduate Degree from a recognized institution in Community Planning, Urban Geography with a focus on land use planning or Urban Design, or in a discipline related to Planning

Training/Certification:

- Member in good standing with the Planning Institute of British Columbia (PIBC) and actively pursuing full membership as a certified Registered Professional Planner (RPP).
- Must possess and maintain a valid driver's licence, and produce and maintain a clean personal driving record, as per City policy.

Experience:

- Minimum of four (4) years of progressive land use and development planning experience within the last seven (7) years, preferably in a municipal setting.

Preferred Criteria (For External Postings)

- Certified member (RPP) with the Planning Institute of British Columbia (PIBC) or equivalent affiliate