

## PLANNER I (Development Services)

**Approval Date:** June 2024**Department:** Development Services☐ IAFF☒ CUPE☐ Management**Title of Excluded Supervisor:** Development Planning Manager**General Accountability:****Purpose and Scope**

Reporting to the Development Planning Manager and working with the Planner II and Senior Planner, the Planner I supports the department in responding to the majority of the day-to-day general planning enquiries and performs analysis and coordination of minor to moderately complex development proposals and interpretation of applicable land use legislation, bylaws, policies and procedures.

The Planner I focuses on current development planning functions and accordingly performs a variety of complex tasks related to land use, site design, environmental and development issues. The Planner I provides advice, assistance and technical information pertaining to applicable land use regulations, reviews, prepares and processes minor to moderately complex development applications, prepares related reports and recommendations for supervisor and manager, and performs necessary record keeping and data entry duties. While independence of judgment is expected, unusual, complex or sensitive situations are reviewed with the supervisor to determine the appropriate action.

**Nature and Scope of Work**

- Undertakes the majority of the day-to-day general planning enquiries that come in from the public via email, phone, or in person at the front counter. Provides technical planning advice, direction on application processes and procedures to members of the public.
- Processes, reviews, and analyzes minor to moderately complex development applications.
- Undertakes research and assists in the preparation of studies on a wide variety of current residential, commercial and industrial development trends, opportunities and initiatives.
- Meets applicants, owners and architects and liaises with other departments, in regard to assigned development files.
- Prepares comprehensive planning reports for a variety of development applications, recommendations, and policy proposals for submission to supervisor and manager.
- Assists in drafting 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 materials for presentations at meetings such as public hearings and public information meetings.
- 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.
- Performs other related duties as required.

### **Necessary Qualifications**

#### **Knowledge:**

- Functional knowledge of the principles, practices and objectives of community/development planning and urban design.
- Functional knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Functional 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 with high quality work standards.
- Strong customer service 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 generally assess the impact of development upon the City, relate development to existing bylaws, and draft amendments to 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 conduct accurate and independent research in support of planning issues.
- 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 with specific focus in Land Use, Urban Design, Community Planning, or a related field.

#### **Training/Certification:**

- Eligible for candidate membership with the Planning Institute of British Columbia (PIBC).
- Must possess and maintain a valid driver's license, and produce and maintain a clean personal driving record, as per City policy.

#### **Experience:**

- Minimum of one (1) year related experience in land use/development planning, community planning or urban design or experience working with provincial statutes and regulations, related documents, and general municipal bylaws, within the last five (5) years.

### **Unusual Working Conditions**

- May be required to attend evening and weekend meetings.

### **Preferred Criteria:**

- Eligible for RPP status with PIBC.