



**Position Vacant
Planner I
Full Time
Temporary (1 year)
Competition 23-38**

Williams Lake offers a unique combination of breathtaking natural scenery and urban living. A regional centre with all major amenities and an affordable range of residential opportunities from modern subdivisions and townhouses to large rural properties, Williams Lake is a great place to live, work, play, and raise a family.

Williams Lake has year-round opportunities for outdoor enthusiasts. In the winter, the Cariboo offers snowmobiling opportunities and excellent cross-country ski trails, as well as snowshoeing and ice fishing. We are also a short drive to excellent downhill ski hills. Williams Lake truly is the Shangri-La of mountain biking, boasting the largest bike park in British Columbia's interior. The lake city is a great base for hiking, camping, four-wheeling, waterskiing, swimming, and sport fishing as well. Explore our many trails and take advantage of our beautiful parks, including the Nature Center, trails and walking bridge at Scout Island. Our indoor recreation facilities are top-notch, and recent upgrades to the Cariboo Memorial Recreational Complex include a water slide and training lanes, as well as a lazy river and beautiful fitness centre, in addition to two ice rinks.

Williams Lake's downtown core offers a wide variety of shopping, dining and service opportunities. We have vibrant arts community, music scene and theatre company, and are proud to host a variety of arts and culture activities throughout the year.

From the world-famous Williams Lake Stampede to weekly summer concerts and farmers markets to an impressive variety of recreation opportunities, Williams Lake offers excitement, relaxation, and a strong sense of community and belonging. We hope you will join us!

POSITION DETAILS:

<u>OPERATIONS:</u>	Development Services Department
<u>CURRENT RATE OF PAY:</u>	\$ 43.80 per hour plus 15% in lieu of benefits
<u>HOURS OF WORK:</u>	37.5 hours per week, pursuant to the Collective Agreement Attendance at meetings as required
<u>POSITION:</u>	Union Affiliation

GENERAL STATEMENT OF DUTIES:

Work involves applying specialized knowledge for the design, preparation, and completion of long-range and short-range planning projects including development applications/permits, subdivision applications, sector plans, neighborhood plans, municipal land management, policy development, bylaw drafting, sustainability and energy planning as well as a component of education for the City of Williams Lake.

SUPERVISION:

The incumbent shall be responsible to the Manager of Planning and Development.

MAJOR DUTIES AND RESPONSIBILITIES:

- Long range planning – developing and implementing long range and high-level planning documents, including the ICSP and OCP and facilitating amendments to zoning bylaws, and Official Community Plans as required by Council;
- Assisting in the creation of strategic planning activities within the City and ensuring that these activities take an integrated approach that is consistent with the principles of the ICSP and OCP;
- Receive and process applications for rezoning, Official Community Plan amendments and development variance/development permits; conduct technical reviews and prepare amending bylaws, statutory notices and reports with recommendations for review by the Director of Planning & Development and submission to Council and Committees.
- Carry out field inspections when necessary to gather information to assist with report preparation.
- Use computer mapping/G.I.S., prepare mailing labels for issue of public/statutory notices relating to rezoning, Official Community Plan amendments and permits.
- In cooperation with the Development Services Department, maintain a variety of City Plans, including base maps, zonings and Official Community Plan maps, in both digital and conventional, hand-drafted, format.
- Assist with establishing and maintaining the City's G.I.S. database; provide and receive data updates to/from individuals and other agencies.
- In consultation with the Development Services and Municipal Services Divisions, process subdivision applications and reports with recommendations to the Approving Officer.
- In consultation with the Building Inspection Division, receive and process Board of Variance appeal applications and conduct hearings as required, pursuant to Local Government Act legislation.
- Maintain a database for tracking of development applications and prepare monthly Development Progress Reports, as required.
- Consult with and advise landowners, developers, government agencies and outside organizations on matters relating to current and long-range planning.
- Prepare correspondence in response to public enquiries, relating to development applications, interpretation of zoning, Official Community Plan and subdivision/development bylaws.
- Receive and respond to verbal enquiries from the public, developers, contractors, utility companies, government agencies and other departments related to planning matters.
- Collect and analyze various types of data, including population, employment, land use, housing, land supply and demand, traffic and parking, subdivision and building activity.
- Attend Council, Committee meetings and public hearings as required, to make presentations and respond to questions regarding reports and planning matters.
- Work with other planning staff on the implementation and other duties related to the City's Sustainability Planning Process
- Perform other related duties as required.

QUALIFICATIONS, SKILLS & EXPERIENCE:

Includes, but is not limited to the following:

- A University degree in Planning. An equivalent combination of education and experience may be considered.
- Full accredited membership in the Canadian Institute of Planners.

- Minimum of two years experience in municipal planning.
- Sound knowledge of the functions, objectives, practices and principles applicable to municipal planning operations.
- Excellent computer skills and thorough understanding of Geographic Information Systems and other planning related/office computer programs.
- Superior knowledge of relevant planning legislation, including the Local Government Act, Community Charter, Land Title Act and Strata Property Act.
- Valid Class 5 B.C. Driver's License.
- Ability to collect, analyze and interpret data and submit conclusions and recommendations in concise reports on various planning matters.
- Excellent interpersonal and written and oral communication skills, including the ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively both verbally and in writing in English.
- Professional and courteous disposition at all times, especially when working under pressure and among competing interests.
- Ability to work well independently and as part of a team.

Interested candidates are invited to submit a detailed resume and cover letter outlining qualifications, experience, copies of applicable certifications, and letters of reference no later than **4:00 pm, December 8, 2023** to the attention of Ashley Williston, Director of Human Resources, City of Williams Lake, 450 Mart Street, Williams Lake, BC, V2G 1N3 - Fax (250) 392-8484, or email awilliston@williamslake.ca

Please note that only shortlisted candidates will be contacted, thank you.