



JOB DESCRIPTION

Title:	Planner
Department:	Planning and Development Services
Supervisor:	Director of Planning and Development Services
# of Direct Reports:	N/A
Date Updated:	June 2022

Job Overview

The Planner is responsible for research, report writing, review of technical information, review of land use plans and other general professional planning duties. Acting as an advisor and consultant on land use proposals as well as general planning policies, objectives and requirements, the Planner prepares professional reports and working papers related to official community plans, zoning bylaws and planning strategies, and carries out special policy-related projects from time to time.

Key Responsibilities

- Interprets and applies applicable land use regulations and policies.
- Initiates actions necessary to correct deficiencies or violations of regulations.
- Assists with updates and maintenance of official community plans and zoning bylaws.
- Conducts review of various development applications including development permits, temporary use permits, variance requests, zoning bylaw amendments and official community plan amendments.
- Conducts extensive research in specific or general project areas.
- Writes and presents formal and technical reports, working papers, and correspondence.
- Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- Evaluates adequacy of community facilities in meeting current and projected needs.
- Writes, or assists in writing, a variety of zoning amendments and regulations.
- Attends and presents at public meetings, committee meetings and Regional Board meetings.

Qualifications

- A minimum of 3 years of related professional experience.
- A post-secondary degree in Planning or a related field; A post-graduate degree (Master's) in Community and Regional Planning is preferred. An equivalent combination of education and experience may be considered.
- Membership or eligibility for membership in the Planning Institute of BC and/or Canadian Institute of Planners or equivalent membership or certification.
- Well-developed knowledge of planning principles and practices.
- Experience reviewing, interpreting, and revising zoning bylaws, official community plans and other planning policy documents, ideally in a regional setting.
- In-depth knowledge of land use policy.

- In-depth knowledge of one or more planning specialization, such as economic development, transportation planning, or environmental planning.
- Interest in agricultural planning and understanding of Agricultural Land Commission regulations and policies.
- Ability to provide technical analysis of site and architectural plans and perform complex project review.
- Knowledge of principles, methodology, practices of research and data collection.
- Strong report writing skills.
- Strong project management skills.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.
- Oral communication and interpersonal skills to present research findings to various boards and committees.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Ability to review plans and determine compliance with land use regulations.
- Group facilitation skills and conflict resolution skills.
- Ability to work on several projects or issues simultaneously, under tight deadlines.
- Ability to work independently, and in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Valid BC Driver's License.