

Title: Planner II
Reports to: Director, Development Services and Climate Leadership
Department: Development Services and Climate Leadership
Date Developed: July 2012
Revised: February 2021/November 2022

SUMMARY

Reporting to the Director of Development Services and Climate Leadership, the Planner II performs a variety of current and long-range Planning tasks primarily related to the *Local Government Act* and the *Community Charter*.

IMMEDIATE SUBORDINATES

N/A

PRIMARY RESPONSIBILITIES

1. Provides information and assistance to the public on moderate to complex planning-related matters regarding zoning, land use and other municipal bylaws, including the interpretation of municipal bylaws and provincial planning legislation;
2. Coordinates project review with other City departments and outside agencies;
3. Prepares staff reports and policy recommendations to the Director of Development Services and Climate Leadership;
4. Reviews a variety of permit applications (including building permits and development permits) for compliance with bylaws and design guidelines; drafts permits and makes recommendations on approval to the Director of Development Services and Climate Leadership;
5. Attends and presents regularly at Council meetings;
6. Compiles and evaluates significant amounts of data and information. Undertakes research on specific planning and sustainability initiatives and proposed bylaw amendments;
7. Performs field investigations to ensure projects conform to zoning regulations, design regulations, and/or approved plans; assists permit applicants with preliminary inquiries as well as to satisfy conditions of approval;
8. May be required to attend meetings of the Advisory Planning Commission, Board of Variance, Parking & Traffic Committee, Cultural Development Commission – Heritage Working Group or

- similar internal or external committees, acting as Recording Secretary and completes assigned tasks. Responsible for the preparation of agendas, meeting schedules, meeting notices, minutes, and other documents;
9. Independently designs and coordinates public and stakeholder engagement;
 10. Attends meetings organized for special City projects and acts as a departmental liaison;
 11. Responsible for the management of composition, maintenance and updates of information related to the Department of Development Services on the City's website to ensure validity;
 12. Assists in the project management of long-range planning and sustainability initiatives, acting as Project Manager in the absence of the Senior Planner. Includes grant writing, development and coordination of RFPs, responding to technical inquiries, preparation/facilitation of community consultations, and participating in various working/steering committees;
 13. Works with the Manager of Corporate Services on encroachment agreements, licenses to occupy and other legislative matters where applicable;
 14. Other duties as assigned.

QUALIFICATIONS & EXPERIENCE

- A university degree in Planning or a university degree in a planning-related discipline (Geography, Urban Studies, etc.) is required. A Master's degree in Planning or a planning-related field is desirable.
- A minimum of two years of directly-related progressively responsible experience in municipal planning and subdivisions.
- Member of the Canadian Institute of Planners
- Current valid BC Driver's License with a good driving record.

SKILLS

- Knowledge of the principles, practices, methods and techniques used in land use planning and building services.
- Knowledge of current urban planning issues (for example, as they apply to housing policy issues and trends).
- Ability to manage policy and plan development projects independently and as part of a team.
- Interest in continuing education and following recent developments related to the planning profession and municipal policy.
- Ability to prepare professional and technical planning and/or administrative reports and studies and analyze and evaluate data.
- High degree of creative ability and adaptability in the planning and development field.
- High professional and ethical standards.

- Ability to perform all duties under minimal supervision.
- Strong written and oral communication skills; interpersonal skills
- Ability to analyze problems and identify alternative solutions.
- Ability to develop bylaws and policies related to land use planning and development.
- Ability to organize work schedules and prioritize work using strong organizational skills.
- Ability to establish and maintain courteous, tactful, diplomatic working relationships with the general public, contractors, staff and elected officials.
- Ability to use InDesign, Illustrator, GIS, and website content management platforms is an asset.

Manager of Human Resources

Date