

JOB DESCRIPTION PROJECT PLANNER

The Opportunity

The Project Planner is a mid-level role on our development planning team, working on behalf of landowners, developers, and builders to move projects through municipal approvals. It is distinct from our community planning group, which advises municipalities and public bodies. The Project Planner takes ownership of the day-to-day execution of active files and carries them through to delivery, with strategy and priorities set by senior planners and project managers.

Typical Functions

- Interact and coordinate with outside agencies, select industry partners and subconsultants.
- Coordinate and attend site visits, when required.
- Review Bylaw and Policies documents and research project background information.
- Develop planning studies and reports in support of development applications and plans.
- Attend evening and/or weekend meetings for Committee/Council meetings, public meetings, and Client meetings, when required.
- Prepare, coordinate, and attend open houses.
- Prepare technical information for meetings.
- Answer clients on day-to-day technical enquiries.
- Drive the schedule on assigned files, tracking deadlines, statutory clocks, and referral periods
- Undertake technical, proposal, and memorandum writing, including planning rationales in support of development applications.
- Assess site plans and development proposals against applicable bylaws, zoning, and codes, and run density, setback, and site-yield calculations.
- Collect a variety of statistical data and prepare reports and maps.
- May perform basic subdivision and conceptual layout design as well as graphic illustration.
- Prepare, coordinate, and submit development application packages on behalf of clients, and manage resubmissions and responses to municipal staff comments.
- Coordination with outside agencies as required on a project basis.
- Act as the day-to-day point of contact with municipal staff on application completeness, circulation, and timelines.
- Support proposals and business development: draft sections, assemble packages, produce pursuit graphics, and keep marketing materials current.

Typical Knowledge

- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Proficiency with Microsoft Office and the Adobe Creative Suite, with strong command of InDesign, Illustrator, and Photoshop;
- Working knowledge of the BC development approvals framework, including the Local Government Act and municipal zoning, OCP, and Development Permit regimes.
- Familiarity with development applications from the applicant and consulting side.

Typical Skills

- Strong oral communication and interpersonal skills, including the confidence to speak in client, municipal, and public meetings.
- Critical thinking and creative problem-solving to gather relevant information and resolve loosely defined problems.
- Ability to apply bylaws, zoning, and codes to real site conditions.
- Ability to create graphic designs and render site plans via sketches and computer graphics, using the Adobe Creative Suite.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently with minimal supervision, and within a team, with the judgment to know when to escalate.
- Ability to attend to details while keeping big-picture goals in mind.
- Takes ownership of files and delivers, with a reputation for finishing what lands on the desk.
- Self-starting and entrepreneurial: sees what needs doing and moves without being told.

Minimum Qualifications

- Bachelor's degree in urban planning, geography, architecture, public policy, or a related field; master's an asset.
- 3 to 5 years of planning experience on the applicant, developer, or private consulting side, with a demonstrated record of moving development applications through municipal approvals.
- A demonstrated record of project ownership and delivery.
- Eligibility /Enrollment for MCIP accreditation.
- British Columbia development application experience strongly preferred.
- Valid BC driver's license.