



City Planner – Permanent Full-Time Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Manager of Planning, the City Planner is responsible for assisting in the delivery of all planning services and functions of the City, including community planning, development planning, permitting, and land use services, which requires a high degree of independence and sound professional judgment, as well as participation in a multi-disciplinary team environment. The City Planner will be involved in the processing of a range of development applications from the initial inquiry stage through to approval; implementation of City plans and bylaws; the review and update of bylaws, policies, and procedures; and the development of new plans, strategies, policies, and regulations.

DUTIES AND RESPONSIBILITIES:

- Together with the Planning Technician, acts as a primary point of contact for initial front counter, email, and phone inquiries about the City's land use regulations and associated policies, development application requirements, and review of property files.
- Accepts and undertakes detailed technical, legal, and policy reviews for planning and development applications, including bylaw amendments, development permits, development variance permits, temporary use permits, sign permits, subdivisions, Board of Variance appeals, liquor licence approvals, heritage alteration permits, and other City planning applications.
- Prepares reports to staff, Council, Council committees, and the City's advisory design panel as a part of the processing of planning and development applications and other planning initiatives.
- Assists with research, policy development, community engagement, and regulatory implementation in support of effective and sustainable long-range land use planning.
- Assists in developing, reviewing, maintaining, and updating various bylaws, policies, website content, guidance materials, and internal procedures.
- Prepares background information and visual communication tools for reports on various planning matters.
- Conducts on-site inspections for planning and development applications, bylaw enforcement issues, and other projects as required.
- Completes or assists with the preparation of grant applications for City projects.
- Participates in development review team meetings, and other inter-departmental meetings.
- Coordinating public hearings and other public meetings, including preparation of notices as required by applicable statutes, regulations, or bylaws.
- Acts as staff liaison for Council Committees and the Advisory Design Panel when requested by the Manager of Planning.
- Performs other duties as required.
- Some evening meetings or weekend event attendance may be required.

EDUCATION & EXPERIENCE:

- A bachelor's degree in a relevant city planning field (e.g. planning, urban design, geography).
- A minimum of three years of relevant experience in local government land use planning and development, with preference given to BC experience.
- Membership, or eligibility for membership, in the Planning Institute of British Columbia.
- A strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision.

NECESSARY QUALIFICATIONS, SKILLS, & TECHNICAL KNOWLEDGE:

- Demonstrated understanding of:
 - the various approaches and instruments used in small- and large-scale plan-making and policy development, visions and outcomes; strategic information gathering and analysis; and obtaining input and approvals;
 - decision making and risk management with respect to planning and policy implementation;
 - basic practices of project management and the ability to apply those techniques and tools to support and complete projects based on desired outcomes and targets;
 - emerging trends and issues that relate to planning and undertaking continuous professional learning.
- Ability to critically evaluate policies, tools, and strategies for implementation; assess environmental and sustainable development issues; community diversity and inclusiveness; integration of planning, servicing, finance, and development economics.
- Well-versed in research techniques with excellent analytical skills; ability to access and use information and statistics.
- Excellent report writing skills and ability to communicate complex information in plain language.
- Ability to review and analyze development proposals, maps, legal agreements, and technical reports.
- Demonstrated ability to process development applications of all types independently.
- Technically competent, and proficient in MS Office programs and creative design programs.
- Demonstrates attention to accuracy, completeness, and timeliness in tasks, approaching work in a disciplined and organized fashion.
- Demonstrates initiative without supervision or specific direction, completing tasks by removing barriers and locating necessary resources.
- Demonstrates ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrates a high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrates ability to work cooperatively within a team and with stakeholders, as well as independently.