



# Job Description:

## Planner I

**DEPARTMENT:** Planning

**REPORTS TO:** Director of Planning and Development Services

**LAST REVIEWED:** December 2024

**APPROVED BY:**

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Director of Planning and  
Development Services

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Chief Administrative Officer

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### JOB SUMMARY

Reporting directly to the Director of Planning and Development Services, the Planner I supports the department by reviewing, evaluating and processing development applications, researching and drafting policies, and supporting the building inspection and bylaw enforcement functions. The Planner I is capable of processing most development applications and land use permits, as well as minor policy matters at an intermediate level of complexity. The Planner I will also contribute to the review of complex applications and policy matters in collaboration with the Director.

### KEY RESPONSIBILITIES

- Reviews, coordinates, and processes development applications in relation to the Town's Zoning Bylaw, Official Community Plan and other Town Bylaw's and policies.
- Researches and prepares reports for development applications, and other planning-related matters as required.
- Responds to inquiries related to land use and development applications from the public, referral agencies and internal departments on planning related regulatory requirements and policies.
- Undertakes special planning projects at an intermediate level of complexity with a focus on bylaw and other regulatory measures to implement planning policies.
- Develops and prepares information and presentation materials for public engagement.
- Maintains application file records.
- Complies with and promotes safe work practices and procedures in order to affect a safe and healthy work environment.

### TYPICAL ACTIVITIES

- Provides information to the public regarding property Zoning and Official Community Plan designations, as well as Development Permit and Subdivision requirements.

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- Informs the Director of issues and developments of an operational or political nature that relates to the planning interests of the Town and provides advice for resolving issues.
- Completes preliminary analysis of development and building permit applications, including assessment of overall design, conformance with all Town Bylaws and send referrals to appropriate staff and agencies.
- Research, analyze and prepare reports and recommendations for the Director of Planning, Council, Committee of the Whole, Advisory Planning Commission, Board of Variance and other committees of Council as required.
- Research relevant information, drafts planning-related permits, land use and application permits, writes reports and recommendations.
- Attends meetings with advisory groups including the Advisory Planning Commission.
- Assists the Building Inspector and Bylaw Officer as needed.
- Under the direction of the Director of Planning, liaises with property owners, government agencies and stakeholders to provide advice and assistance relating to land use and zoning, social, design, environmental and transportation matters, including policy development and planning issues.
- Assists with the development of the Town's Bylaws, Standards and Policies.
- Responds to public inquiries.
- Assists the department with application files and prepare Land Title Office documents
- Performs other duties as assigned by the Director of Planning.

### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- A Bachelor's Degree and a of minimum four (4) years of related experience in local government planning;  
OR
- A Master's Degree in Planning or a related field and a minimum of two (2) years of experience in planning, preferably in local government planning.  
AND
- Experience consulting with the public and working with elected officials and the development community.
- Municipal experience in plan review and development application processes an asset.
- A suitable combination of education and experience may be considered.

### **SUMMARY OF KEY COMPETENCIES AND ABILITIES**

- Thorough knowledge of, and experience working with the principles and practices of land use planning, including policies, regulatory tools and legislation governing planning processes as administered by a BC local government.

- Excellent interpersonal, written and verb communication skills, including strong report writing skills.
- Strong written and verbal communication skills and a proven ability to operate successfully in a team-oriented environment.
- Ability to work positively with the public and development community.
- Strong Microsoft Office application skills including word, excel, access and power point.
- Ability to use GIS applications including ArcMap and other ESRI products to generate project maps.
- Ability to use Adobe Suite - InDesign, Illustrator and Photoshop to create graphics and communication material.
- A strong commitment to working collaboratively with Town staff, property owners, outside agencies and stakeholders.
- Strong organizational and time management skills. Ability to prioritize workload and meet project deadlines.
- Ability to work collaboratively as a member of a professional team.
- Familiarity with bylaw drafting, interpretation, and enforcement.
- Ability to understand political issues and exercise sound judgement in dealing with important and/or contentious decisions.
- Membership or eligibility for membership in the Canadian Institute of Planners is an asset.

#### **ADDITIONAL REQUIREMENTS**

- Satisfactory results from criminal record and background checks.
- Commitment to continuous learning by maintaining professional and technical knowledge through attendance of professional workshops, reviewing professional publications and establishing personal networks.
- Required to maintain a valid BC Driver's Licence.