

---

**POSITION:** PLANNER  
**DATE:** June 2022

**JD-P**

**Purpose**

The main purpose of the position is to provide research, analytical, report writing, and presentation services respecting policy development, land use planning projects, and land use applications.

**Required Training and Experience**

- University degree in Planning or a related discipline;
- Minimum of three years' of relevant experience;
- Valid British Columbia Driver's License; operation of motor vehicle is required;
- Membership or eligibility for membership in the Planning Institute of BC and/or the Canadian Institute of Planners.

**Work Environment**

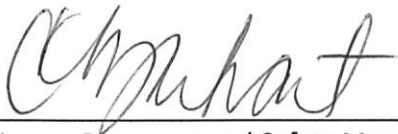
- Reports to the Manager of Planning;
- Works at Municipal Hall;
- Long hours in sitting position;
- Presents and assists with Council presentations;
- Provides land use information to the public, municipal officials, and other organizations;
- Answers public inquiries;
- Exposure to standard office equipment and computers.

**Main Scope of Work**

- Process land use applications;
- Makes presentations to Committees, Council and the public on matters respecting land use in the community;
- Liaise with government agencies on matters surrounding land use;
- Prepare land use planning studies utilizing a variety of formats including written reports, maps and figures;
- Prepare and maintain data bases of land use, demographic, environmental and other relevant information required for planning purposes;
- Prepare correspondence in relation to public enquiries, development applications and other planning matters;
- Formulate policies respecting the development of land which are articulated in a variety of planning documents including Official Community Plans, Neighbourhood Plans, Zoning Bylaws and Service Bylaws;
- Performs other related duties as required.

**Required Abilities, Technical Skills and Knowledge**

- Strong ability to conceptualize planning problems, research and recommend solutions;
- Must be able to tactfully deal with public inquiries;
- A clear ability to understand and prepare drawings, figures and maps;
- Strong ability to apply bylaws and legislation to land use applications;
- Sound skills to design and evaluate subdivisions giving consideration to municipal servicing, municipal bylaws, and other legislation;
- Effective skill to communicate effectively and make presentations;
- Sound skills to operate a computer utilizing Microsoft Office and any Geographic Information System or CAD system utilized by the District;
- Some knowledge in designing and managing a planning project including coordinating work of support staff;
- Intermediate skills to operate all office equipment (telephones, photocopiers, scanners, etc.);
- Interpret and apply Provincial & Local Government Legislation;
- Must have sound research, writing, time management, and organizational skills;
- Knowledge of the principles of land use planning;
- General knowledge of municipal servicing and municipal bylaws; and
- General knowledge of land use legislation affecting local government, including the *Local Government Act*, *Land Titles Act*, *Strata Properties Act*, the *Agricultural Land Commission Act*, and *Community Charter*.



Human Resources and Safety Manager



Chief Administrative Officer

\_\_\_\_\_  
Employee Name\_\_\_\_\_  
Employee Signature