



PLANNER 2

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, Planner 2 is responsible for the efficient processing of land use development proposals within the rural area of the Regional District. The Land Use Planner will perform various tasks including research, analysis, reporting and preliminary drafting and graphics for rural official community plans and zoning by-laws, A.L.R. applications and development proposals.

DUTIES

- Produce reports and documentation for Agricultural Land Reserve proposals, for submission to the Agricultural Land Commission.
- Process response to referrals from outside agencies, pertaining to land use issues.
- Produce reports and documentation for Official Community Plan and Zoning By-law amendment applications, and other PRRD development applications, for submission to the Regional Board.
- Conduct site inspections for A.L.R. and development applications.
- Draft amendments to O.C.P. and Zoning By-laws.
- Responsible for co-ordinating and conducting public meetings, public hearings and public notifications, co-ordinates staff and director's attendance to and records minutes for Public Hearings or Public meetings as related to Development Service functions.
- Prepare agenda material for Regional Board review as related to Development Service department.
- Process Development Permit applications and issues related permits.
- Respond to public inquiries and complaints and ensures that appropriate follow up action is taken either by letter or phone call.
- Attend inter-governmental agency meetings as related to Land Use issues. Prepare summary/briefing notes as requested.
- Respond to special reports from varying Government Agencies, i.e. Watershed Studies, Integrated Forestry Plans, Commercial Back County Recreation on Crown Lands in B.C. Prepare summary/briefing notes as requested.
- Conduct B.C. Online inquiries by computer.
- Maintain a data base for A.L.R., Inter-agency referrals and PRRD development applications.
- Filing and maintaining Development Service Department, files.
- Prepare mapping and graphics as required for related reports, and as requested. Coordinate with mapping section to obtain complex mapping as required.
- Perform own word processing and data base work on computer.
- Prepare correspondence and reports for the Regional Board as required in the carrying out of various duties.
- Emergency Operations support as assigned.
- Assist with various planning research and bylaw development.

QUALIFICATIONS/EXPERIENCE

- Post-secondary degree in planning or a related discipline and two (2) years' land-use experience.
- Eligibility for Planning Institute of B.C. (PIBC) membership is desirable.
- Effective communication and inter-personal skills, using written and oral presentations.
- Expertise in and knowledge of inter-agency liaisons including provincial, municipal and regional districts.
- Word processing, data base and BC Online computer experience is an asset.



- General introductory knowledge of geographic information systems (GIS).
- Ability to read and interpret air-photo and thematic mapping.
- Ability to use standard office computer software.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position



PLANNER 1

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, the Planner 1 will assist with long-range planning projects, performing various tasks including research, data collection and analysis, reporting, and public engagement related activities. As availability allows, the Planner I will also assist with current planning activities.

DUTIES

- Research, data collection, and analysis, including: (1) statistical (census) data analysis; (2) compiling information on recently completed, started, and proposed development in the region; (3) review of historical rezoning files; (4) zoning research in comparable local governments; and (5) synthesizing policies and regulations from 4 existing zoning bylaws.
- Assist with coordinating public engagement activities, prepare materials as required, and attend and record minutes as required.
- Document preparation and research, including but not limited to: (1) comprehensive list of zoning definitions; (2) formatting documents; (3) home-based business research; (4) updating consolidated bylaws.
- Assisting with the daily functions of the development services department, such as file research, social media and updating website information.
- Research projects as assigned to support OCP and zoning bylaw development.

QUALIFICATIONS/EXPERIENCE

- Currently enrolled in or recently graduated (within the last 12 months) in a post-secondary degree program in planning or a related discipline is preferred.
- Strong customer service, communication, problem solving, research and analysis, and computer skills are essential.
- Relevant experience within a local government setting is considered an asset.
- Previous exposure to development applications, zoning bylaws, and Official Community Plans is considered an asset.
- Knowledge and understanding of planning and development related issues.
- Ability to work independently on specific tasks.
- Proficiency in Microsoft Office, Outlook, Word, Access, and Excel.
- General knowledge of the use and application of GIS (geographic information systems) in a land use planning context.
- Effective communication and interpersonal skills, using written and oral presentations.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position