

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

PLANNER II

EXEMPT (Y/N): No	DIVISION: Planning and Development
SALARY LEVEL: 1-20	DEPARTMENT: Planning and Development
LOCATION: Field Road	SUPERVISOR: Manager, Planning & Development
APPROVED BY: Manager, Planning and Dev.	DATE: October, 2022
<i>Replaces:</i> Planner II	<i>DATE:</i> January 2011

SUMMARY: Under the day-to-day supervision and direction of the designated Senior Planner, provides development, long range, and regional professional planning services. The Planner II attends, presents, and provides professional planning advice at SCRD at public consultations, committees of the Board and other similar venues related to professional planning work. The role requires sound independent judgement on planning related matters to facilitate professional planning analyses, report writing, public consultation, project management and customer service as it relates to all planning services. Supervision and mentoring of junior professional and technical support staff as well as liaising with a variety of internal and external stakeholders is also required in performing the day-to-day planning tasks of this role.

KEY RESPONSIBILITIES *include:*

1. To provide sound independent judgement in conducting reviews, research, analysis and drafting of comprehensive and complex comments, reports and policies that support development, long range, and regional planning functions.
2. To work under the supervision of Senior Planners and the Manager, Planning & Development in coordinating the development of land use policy plans, including Official Community Plans, amendments, and related projects, policies, and plans, and to participate in the development of regional planning initiatives
3. To administer land use plans and zoning bylaws through the processing of all development planning application types, including responding to complex inquiries and coordinating related public consultations, as well as interdepartmental and stakeholder referrals.
4. To formulate bylaw amendments and zoning bylaws and other regulatory bylaws to implement land use direction as guided by Official Community Plans.
5. To advise on planning policy modernization and development approval process reviews that seek to enhance and streamline planning application processes and outcomes.
6. To prepare information guides and publications to promote public understanding of and adherence to SCRD planning policies and procedures.
7. To administer selected SCRD land lease renewals, legal easements, covenants, and other land matters.
8. To provide day-to-day mentorship and supervision of emerging professional and technical support staff to assist Senior Planner's with overall operational needs of providing accurate and high-value planning services.
9. To comply with, and promote, safe work practices and procedures in order to affect a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Uses independent judgement to research, compile and analyze data from studies, maps, statistics, and development application materials to inform recommendations related to policy

development and the processing of development applications, and present findings to a variety of audiences in a professional capacity.

2. Forms professional planning recommendations and drafts correspondence, documents, reports, bylaws, and policies based on review of legal documents, plans, maps, studies, statistics, and research related to complex land use activities and the growth and servicing of communities and the region.
3. Liaises with community and development groups as well as advisory committees, organizing and leading consultation events and meetings to provide for interdepartmental, agency referral and public participation related to proposed planning applications and policy development.
4. Organizes statutory public hearings and consultations with diligence to ensure validity and acts as a professional planning resource at such hearings.
5. Provides routine information and professional advice to the public and other departments, as well as inter-government and related agencies on planning matters.
6. Under the supervision of a Senior Planner, assists with the management of professional consultants to guide the research and development of planning policies, bylaws, and procedures.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of a Master's Degree in Planning or related discipline supplemented by a minimum of three (3) years of directly related experience, ideally in local government planning.
- Consideration may be given to completion of a Bachelor's Degree in Planning or a related field from a recognized institution provided there is also a minimum of six (6) years of relevant experience, preferably in a local government setting.
- Current full membership in or eligibility for membership in Canadian Institute of Planners (CIP) and Planning Institute of BC (PIBC).
- Valid Class 5 BC driver's licence.

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Proficiency with Microsoft Office, familiarity with GIS, and other planning-related software programs.
- Excellent analytical, written, and verbal communication skills, and a proven ability to operate successfully in a team-oriented environment.
- Strong organizational skills, with an ability to perform time-sensitive priorities and project manage a series of ongoing complex tasks and competing priorities that may require conflict resolution.
- Ability to effectively present information and to respond to questions from staff, local or provincial government officials, the public and at public meetings.
- Excellent ability to understand, interpret and draft planning policies and bylaws in keeping with legislative framework requirements.
- Ability to provide technical work direction on complex planning matters.
- Ability to review and process applications and permits in a timely, accurate, and thorough manner.
- Ability to provide an effective and professional approach in guiding public consultation processes.
- May be required to conduct site inspections.
- Evening or weekend work may be required occasionally to attend hearings and meetings.

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

SENIOR PLANNER

EXEMPT (Y/N): No

SALARY LEVEL: Grid 1, Band 23

SHIFT: Monday - Friday

LOCATION: Field Road

DIVISION: Planning and Development Services

DEPARTMENT: Planning and Development Services

SUPERVISOR: Manager, Planning and Dev.

APPROVED BY:

Replaces: Senior Planner

DATE: Nov 2020

DATE: Sept 2016

SUMMARY: Under the general direction of the Manager, Planning and Development provides professional development control planning services, participates in providing professional land use policy planning services and related projects, and participates with the Manager, Planning and Development in providing advice to the Planning and Development Committee and other committees of the Board. Supervises professional, technical, and support staff in providing planning services.

KEY RESPONSIBILITIES *include the following:*

1. To draft comprehensive and complex zoning and other development control amendment bylaws and bylaw re-writes, and to review and to provide advice on zoning and development control issues to professional, technical, and support staff.
2. To undertake special planning projects with a focus on bylaw and other regulatory measures to implement planning policies.
3. To develop and participate in developing land use policy plans, including preparing official community plans, amendments, and related projects and plans, and to participate in the development of regional planning initiatives.
4. To oversee the review of subdivision applications for compliance with SCRD bylaws and requirements prior to approval.
5. To administer selected SCRD land lease renewals, legal easements, covenants and other land matters.
6. To represent the Regional District's planning interests in inter-governmental planning initiatives, and to monitor and assesses the impact of complex external planning initiatives on Regional District planning.
7. To supervise professional, technical, and support staff, such responsibility to include but not limited to: assigning work, coaching and mentoring, providing performance feedback.
8. May act as the Manager, Planning and Development in their absence.

9. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
10. To maintain up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being supervised; to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following; other activities may be assigned:*

1. Drafts planning documents, plans, policies and recommendations related to land use activities and the growth and servicing of communities and the region.
2. Prepares draft planning documents, e.g. for complex zoning and other development control bylaws, and liaises with SCRD staff and others on zoning and development control issues.
3. Works with professional consultants to prepare inventory, engineering, biophysical and other components for planning reports and OCP amendments.
4. Attends meetings of external agencies on planning issues, undertakes necessary analyses, and communicates Regional District's planning interests on issues.
5. Reviews legal documents for accuracy and completeness, and provides staff direction in maintaining inventory of regional district properties and associated legal documents, in undertaking necessary steps to ensure SCRD subdivisions are completed, selected crown land applications are made, leases renewed and fees collected at the stipulated time. Applies the Property Information and Mapping technology to reports and projects.
6. Liaises with community groups, advisory working committees and advisory planning commissions (APCs): provides professional services to open houses and other public participation events. Develops and presents an annual "Board of Variance" orientation, and attends Board of Variance and APC meetings as required.
7. Supervises and provides day to day work direction to professional, technical, and support staff on assigned planning projects, land use matters, demographic analysis and forecasts.
8. Presents recommendations and project information to the Regional District's Planning and Community Development Committee.
9. Represents the Manager at the Planning and Community Development Committee meetings on land use and development control issues, upon request.

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship:*

- Other Planning and Development Department and Regional District staff.
- Planning and Community Development Committee

- External agencies, such as provincial, federal and local government representatives.
- Consultants and legal counsel upon approval of the Manager or General Manager.
- General public.

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Content and presentation of written reports, recommendation, plans, projects and bylaws.
- Prioritizing of workload and day to day priorities.
- Appropriate assignment to professional, technical, and support staff.
- Implementation of safety regulations and policies in day-to-day work.

PROBLEM SOLVING RESPONSIBILITY:

- Analysing complex technical or socio-economic information.
- Synthesising complex elements to draw appropriate conclusions and recommendations.
- Effective utilization of computer technology.
- Conflict resolution.
- Priority setting.
- Understanding and adhering to the legislative framework.
- Addressing staffing problems such as scheduling, performance management.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION, TRAINING and EXPERIENCE

- Master's degree in planning or related discipline with five (5) years' directly related experience in local government planning preferred, and full membership in, or eligibility for membership in, CIP.
- OR**
- Bachelor's degree in planning or related discipline with ten (10) years' directly related experience in local government planning, and full membership in, or eligibility for membership in, CIP.
- Two (2) years' experience providing technical work direction, preferably to professional, technical and support staff in planning.

OTHER SKILLS/KNOWLEDGE

- Proficiency in Microsoft office applications including Word, Excel, and PowerPoint.
- Basic competence with GIS applications, in particular ArcMap and other ESRI applications.
- Strong organizational skills; ability to continually prioritize workload and meet deadlines.
- Excellent analytical, written and verbal communication skills.
- Ability to develop and deliver effective presentations to a variety of audiences
- Understanding of drawings, mapping and socio-economic and land calculations.
- Excellent understanding of planning legislation and bylaws, preferably as applicable to regional districts in BC.
- Demonstrated aptitude in supervising other planning staff.
- Ability to work effectively with other members of the planning team

- Experience in managing complex planning projects.
- Demonstrated aptitude in drafting bylaws.
- Valid BC driver's licence.

MEASUREMENT DATA *to be used in combination with the SCRD Core Competencies.*

Note: it is expected that membership in the Canadian Institute of Planners and the Planning Institute of British Columbia will be maintained.

- Maintains regular and effective communication with supervised staff to achieve optimum performance.
- Work output is accurate, thorough and timely.
- Neutrality, professionalism and diplomacy are demonstrated in dealing with the public and political officials.
- Meetings are facilitated to generate maximum community involvement.
- Works effectively as a member of the Planning and Community Development team.

SUPERVISORY RESPONSIBILITIES

- Supervises professional, technical, and support staff

ADDITIONAL INFORMATION

- Evening and weekend work will be required to attend meetings and hearings.
- May be required to attend site inspections.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.