

POSITION TITLE:	Planner II - Policy	POS. NO:	836
DEPARTMENT & DIVISION:	Development Services	EFFECTIVE DATE:	August 2009
REVIEWED OR AMENDED DATE:	Amended February 2, 2025	APPROVED BY:	Director of Development Services

<b>POSITION FUNCTION</b>
<p>Reporting to the Manager of Development Services, the Planner II – Policy develops, implements, and monitors corporate and community development initiatives related to the environment, land use, housing, and social development at the neighbourhood and community levels. In addition, this position may be required to process a variety of planning applications and develop appropriate recommendations for Council.</p>
<b>KEY DUTIES</b>
<p>Identify and analyze opportunities for furthering the goals and objectives of the Corporation in respect to planning and community development.</p> <p>Respond to enquiries from the public, outside agencies, and other departments by providing information related to: Official Community Plan, Zoning bylaw, planning regulations, land use, planning policy, and design guidelines.</p> <p>Collaborate with municipal staff to ensure the effective implementation of intra-departmental and corporate community development goals and initiatives.</p> <p>Develop policy options for review by senior management and Council related to achieving the planning and community development goals and objectives of the Corporation.</p> <p>Where feasible, collaborate and develop partnerships with neighbouring local governments, non-governmental organizations, community associations, residents and industry stakeholders to take advantage of potential synergies that emerge to further the Corporation’s goals and objectives in respect to community development.</p> <p>Develop and maintain community development indicators and report systems.</p> <p>Prepare and present reports providing advice on a variety of community development issues and initiatives to Council and committees.</p> <p>Facilitate and participate in corporate-level community development initiatives by providing leadership, technical assistance, and advice to departmental staff and Council.</p> <p>Identify external funding opportunities and assess their relevance to corporate goals and objectives.</p>

Prepare grant applications to external funding sources that provide programming opportunities that align with corporate goals and objectives.

Be held accountable for the management of grant funding including ensuring that all expenditures comply with the conditions of the grant.

Develop and manage contracts with external agencies/contractors related to various community development initiatives to ensure that the integrity of the contract is upheld.

Organize forums/workshops associated with the exploration of ideas and policy alternatives that help further the goals and objectives of the Corporation related to community development.

Produce paper and digital documents associated with gathering ideas associated with community development through public engagement.

Publish the results of policy analyses, strategic initiatives, and workshops both in paper and digital formats.

Create digital portals on the Township’s website as a mechanism to disseminate germane information to the public that will help increase the level of knowledge and understanding of various issues in the community.

Develop, facilitate, and manage public consultation programs for various community development projects to ensure that public and external stakeholders’ input is considered and addressed.

Research and create cutting edge digital tools for collecting and disseminating community input/feedback related to various departmental and corporate community development initiatives.

Monitor and evaluate program effectiveness, document performance trends, and recommend modifications to improve community development initiatives.

Manage all aspects of the Township’s commitments under the Climate Action Charter including meeting annual deadlines for required qualitative and quantitative reporting to the Province.

Planning of corporate and community-wide targets, policies and actions for reducing greenhouse gas emissions.

Undertake research, data collection, and policy analysis and provide recommendations to enhance the achievement of climate action and carbon neutrality goals.

Process applications for Official Plan amendments, rezoning, development permits, development variance permits, and temporary use permits including the preparation of staff reports for the Advisory Planning Commission, Design Review Committee, and Council.

Participate in various staff committees as a representative of Development Services.

Perform related duties where required and qualified.

**INDEPENDENCE**

Work is generated by annual work plan, applications, or is assigned by supervisor and designated

staff and reviewed upon completion.

Problems or deviations from established procedures are referred to supervisor.

### WORKING CONDITIONS

**Physical Effort:**

Normal.

Assist with room setup for meetings; carrying equipment. (occasional)

**Mental Effort:**

Focus on detailed drawings and computer screen for short periods. (often)

Meet multiple deadlines. (frequent)

**Visual/Auditory Effort:**

Focus on detailed drawings, spreadsheets, maps, and computer screen for short periods. (frequent)

**Work Environment:**

Office. (90%)

Development site visits. (occasional)

### KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township’s core values in all program activities.

Thorough knowledge of the principles and practices of land use planning.

Understanding of how the provincial greenhouse gas reporting systems work (e.g., Local Government Climate Action Program).

Some knowledge of basic building construction principles and techniques.

Excellent written and oral communication skills including the ability to present complex planning information in a clear and succinct manner.

Strong interpersonal skills and ability to maintain effective and respectful working relationships with colleagues, officials, and the public.

Proven experience in administering and working with development processes in an effective manner including communication with the public and development community.

Ability to conduct research, analyze problems, and present conclusions.

Ability to read and interpret building plans, statistics, maps, and technical drawings.

Ability to prepare graphic material for use in reports, public presentations, and in-house publications (e.g., maps, drawings, photographs).

Ability to organize and prioritize work and to work on a team.

Demonstrated public engagement and facilitation skills.

Understanding of urban design principles.

Understanding of emerging trends in planning.

Demonstrated knowledge of contemporary computer applications in a planning setting..

Working knowledge of and ability to interpret and apply Provincial and Local Government Legislation, including the *Local Government Act* and *Community Charter* or equivalent.

**QUALIFICATIONS**

**Formal Education, Training, and Occupational/Professional Certification:**

Undergraduate degree in planning or closely related discipline.

Eligible for membership in the Canadian Institute of Planners.

Current valid class 5 B.C. driver’s license.

**Experience:**

4 years of related experience, preferably in a local government setting.

**Or:**

An equivalent combination of education and experience.

**OTHER**

Length of time to become familiar with job duties and responsibilities: up to 12 months.

May be requested to substitute in a more senior position.

Will be required to attend committee, Council, and other meetings outside of regular working hours.