

PLANNER I**DEFINITION**

Reporting to either, the Supervisor of Local Area Planning or the Supervisor of Strategic Planning as determined by the Director of Planning Services, this position involves professional planning work and participation in the activities of the municipal planning program. The employee must use experience, initiative and judgement in carrying out the required tasks within this program. Work is reviewed through conferences with superiors, evaluation of written reports, public facilitation activities and performance in other departmental functions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

The employee may be assigned a variety of work areas in the Planning Department and may be required to assume combinations of the following duties:

- Prepares and maintains comprehensive community and local area plans.
- Prepares and presents material for presentation before various groups and facilitates meetings and workshops.
- Undertakes a variety of planning studies and reports.
- Collects and analyzes data and develops recommendations for review.
- Discusses proposed developments with developers and the public and answers general enquiries.
- Attends Council, committee, Advisory Design Panel, public information and other meetings and events as directed or required.
- Evaluates subdivision applications from technical, legal, policy, and contextual perspectives.
- Prepares letters, correspondence and reports on zoning amendments, development proposals, and land use policies, including recommendations on all development applications for new or amending bylaws for consideration by the Advisory Design Panel, Approving Officer, Municipal Council and committees.
- Answers general enquiries and interprets regulations pertaining to the subdivision process and the specifics of individual applications.
- Reviews development plans and building plans for development plan approval.
- Maintains necessary files and records.
- Interprets routine Zoning Bylaw legislation for other departments and the public. Provides advice within competence as required receives enquiries and consults with the Manager of Community Planning on complex interpretations and actions to be taken.
- Maintains written and verbal liaison with development industry representatives including architects, engineers, Transit, School Board representatives, Ministry of Transportation and other professionals concerning specific applications, liquor licensing, telecommunications, clean up of contaminated sites and related issues, as well as with the general public.
- Reviews construction drawings and landscape plans and other graphic material for compliance with zoning and other approved permits and associated legal documents such as housing agreements, heritage revitalization agreements and covenants.
- Reviews and processes subdivision and rezoning applications, development permits, environmental development permits and variance permits.
- Conducts preliminary review of development proposals as part of the Environmental and Social Review process.
- Researches and prepares environmental policies, strategies, and bylaws related to stream stewardship, habitat protection, and ecosystem planning.
- Reviews public and private sector activities and developments to ensure compliance with stream stewardship/fish habitat strategies and municipal bylaws.
- Collaborates with and assists municipal Bylaw Enforcement Officers and provincial and federal agencies to monitor compliance with environmental bylaws and other regulations.
- Provides technical support in creating and maintaining environmental inventories.
- Instructs and directs Development and Planning Assistants from time to time.

- May supervise others as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Considerable knowledge of the principles and practices of urban and rural land use planning.
- Knowledge of administrative procedures within the municipality and of by-laws relating to plan implementation.
- Knowledge of planning law and land use regulations.
- Ability to conduct independent investigations, analysis and research on social, economic and physical problems and to present conclusions and recommendations clearly and concisely, orally or in writing.
- Ability to organize and facilitate public meetings and workshops.
- Knowledge of specialized area of planning, such as transportation planning, social planning or economic development.
- Knowledge of legal and technical aspects of the subdivision process, including pertinent provincial statutes such as Land Title Act, Local Government Act, Community Charters, Condominium Act, and Strata Titles Act.
- Working knowledge of personal computers and computer based applications including word processing, graphics, and databases, including an application tracking system.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Graduation from a four-year college or university with major course work in economics, geography, sociology, engineering, architecture, landscape architecture, or similar field related to planning with a master's degree in planning, and four years experience in the field of public planning, preferably municipal planning.
- Considerable experience in the field of planning and development would be an acceptable alternative to a master's degree in planning.
- Eligibility for membership in the Canadian Institute of Planners.
- A valid BC Class 5 Driver's Licence.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.