

**POSITION VACANCY – DEVELOPMENT SERVICES**

(Internal/External Competition)

#2022-14

**PLANNER  
(1 Position)**

<b>Job Title:</b>	<b>PLANNER</b>
<b>Classification:</b>	Temporary Part Time May 15, 2022 – December 31, 2022
<b>Department:</b>	Development Services Department
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 15 - \$37.45 per hour (2021 rate)
<b>Hours of Work:</b>	21 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Senior Planner/Development Approvals Supervisor

**Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".**

This job posting will remain open until June 3, 2022. For further information, please contact Christina Hovey – Sr. Planner/Development Approvals Supervisor [chovey@ladysmith.ca](mailto:chovey@ladysmith.ca); 250-245-6410

Submit resume and cover letter to:

Erin Anderson, Director of Financial Services  
Town of Ladysmith, City Hall  
410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [hr@ladysmith.ca](mailto:hr@ladysmith.ca)  
Ph: 250.245.6400  
Fax: 250.245.6411

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A. McCarrick, CAO  
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Post: FJCC, City Hall, Public Works, Development Services



<b>TITLE:</b>	PLANNER
<b>DEPARTMENT:</b>	PLANNING
<b>DIVISION:</b>	DEVELOPMENT SERVICES
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	15

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## **GENERAL ACCOUNTABILITY**

Reporting to the Senior Planner / Development Approvals Supervisor, the Planner contributes to the effective operation of the Department by playing an integral role in the review and processing of planning applications, assisting in the development of planning policies, guidelines and regulations related to urban design, heritage and sustainable community development. The Planner is the staff liaison to related Development Services Commissions and Committees and Secretary to the independent Board of Variance.

## **PRIMARY DUTIES AND ACCOUNTABILITIES**

### Community Planning/Community Resilience

- Works as part of a team in the preparation of new and the review of existing Official Community Plan(s), Development Permit Area Guidelines and the Zoning Bylaw, including community consultation processes;
- Assists with the development and preparation of bylaws, policies, guidelines and procedures;
- Conducts research projects and prepares clear, concise reports;
- Works with other Town staff in the design of great urban and public spaces;
- Works with building owners to facilitate heritage revitalization; and
- Supports sustainable community development/resilience programs, initiatives and incentives.

### Current Planning

- Primary point of contact for general inquiries about the Town's land use regulations and development application requirements;
- Provides customer solution-oriented assistance in response to inquiries from the public, developers, applicants, consultants or other government agencies;
- Processes and reviews applications of all types. Serves as the staff liaison and provides advice and application referrals to Council advisory bodies and commissions;
- Prepares reports for the Director;
- Works with the Town's mapping services to maintain up-to-date Official Community Plan, Local Area Plan and Zoning Bylaw map schedules; and
- Participates in a cross-departmental Development Approvals team.

### Other

- Provides graphic design services for the Department;
- Prepares and maintains departmental records, files, reports, data, correspondence, notices and documentation as required;
- Prepares and evaluates RFPs and coordinates, assigns, and reviews the work of consultants as required;
- Under the direction of the Director submits detailed budget information for review and

- approval;
- Maintains the heritage portal on the Town's website;
- Provides back-up for other Department staff, as required;
- Performs other duties, as assigned;
- Responsible for compliance with safe work practices and safety guidelines, as established by the Town and WorkSafe BC; and
- Some night meetings required.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. A degree from a recognized University planning program or equivalent; preference to a graduate degree and a minimum five (5) years' recent and relevant experience in the field of community planning. An equivalent combination of education and experience may be considered.
2. Experience working in a local government environment and conversant with the Local Government Act, Community Charter and related statutes and regulations.
3. Demonstrated understanding of:
  - human settlement in community, regional and provincial settings;
  - planning theories, principles and practices;
  - the political, legal and institutional contexts of the realm of planning practice;
  - the various approaches and instruments used in small and large scale plan making and policy development, visions and outcomes; strategic information gathering and analysis; and obtaining input and approvals;
  - decision making and risk management with respect to planning and policy implementation;
  - basic practices of project management and is able to apply those techniques and tools to support projects and complete projects based on desired outcomes and targets; and
  - emerging trends and issues that relate to planning and undertakes continuous professional learning.
4. Understands and able to evaluate critically policy formulation, evaluation, and tools and strategies for implementation; and to assess environmental and sustainable development issues; community diversity and inclusiveness; integration of related disciplines, finance and the economics of development.
5. Well versed in research techniques with excellent analytical skills; ability to access and use information and statistics; excellent report writing skills and ability to communicate complex information in plain language.
6. Membership or eligibility for membership in the Planning Institute of BC.
7. Possession of a valid Class 5 BC Driver's License.
8. Ability to review and interpret development proposals, maps, legal descriptions, rights of way, easements and covenants, technical reports.
9. Demonstrated ability to process development applications of all types independently.
10. Technically competent, proficient in MS Office programs and Adobe Creative programs; knowledge of GIS is an asset.
11. Demonstrates attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and organized fashion.
12. Demonstrated initiative without supervision or specific direction; completing tasks by removing barriers and locating necessary resources.
13. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.

14. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
15. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
16. Demonstrates valuing diversity.