

## **Planner I**

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Reports to: Director of Development Services  
Department: Development Services  
Classification: Union

### **Position Summary:**

Reporting to the Director of Development Services, the Planner provides professional Planning services for the Town of Smithers. The Planner will accept, review, and assess land use applications such as Development Permits, Development Variance Permits and make recommendations. The planner will provide advice and make recommendations to Council on a variety of projects and applications. The Planner will work collaboratively with homeowners, developers, and the public to provide information on Town bylaws, processes, and initiatives.

### **Major Accountabilities:**

1. Provide professional planning services such as development and implementation of the Town's Official Community Plan (OCP).
2. Receive, review and develop reports, attend meeting, coordinate internal reviews, and process a variety of proposals for land use services such as: applications for rezoning, subdivision plans, development permits, bylaws/policies and legal documents; review forms and character and environmental impact and mitigation measures relating to land use.
3. Liaise with Engineering, Operational Services and Parks and Facilities departments on processing development projects; act as project coordinator where required.
4. Research and draft bylaws and land use policies relating to the OCP, zoning, neighbourhood plans; apply bylaws and Legislation to land use application and evaluate project feasibility.
5. Review submissions for compliance with Municipal bylaws, Provincial Legislation such as the Local Government Act, Community Charter, Land Title Act, Agricultural Land Commission Act, Strat Property Act.
6. Work with Bylaw Enforcement Officer of Bylaw enforcement issues such as zoning infractions, business licenses.
7. Conduct research to obtain historical land use records, engineering data, and geographic data, ensure all land use information is available for consideration.
8. Respond to enquiries from the public, Advisory Planning Commission and Council and implement Council directives.
9. Inform Council, Advisory Planning Commission, developers and taxpayers on legislated requirements such as the Climate Action Charter for community development projects.

10. Participate in planning-related community events/initiatives, organize public open houses.
11. Draft comfort letters for individuals, insurance agencies and banks.
12. Provide a variety of information, guidance and advice to the community, developers, engineers, architects, lawyers and associates with respect to land use, regulations and bylaws.
13. Ensure best practices and planning technical standards are undertaken.
14. Effectively practice, and report health and safety, security and risk management policies and procedures.
15. Ensure accurate and complete information is given to the community, developers and Council.
16. Ensure Council's directions are implemented according to land use regulations and bylaws.
17. Participate as a team member ensuring high performances and service in the of Development Services department.
18. Ensure land use, development processes, bylaws and procedures are being followed
19. Provide guidance and advice to staff with respect to policy development and interpretation of land use regulations and bylaws.

**Qualifications:**

- Undergraduate degree in Community Planning or a combination of education, training, and experience.
- Valid Class 5 driver's license
- combination of education, training and experience.

**Other Requirements:**

- Communicate effectively with the community, developers, engineers, architects, lawyers and associates with respect to land use, regulations and bylaws.
- Ability to lead projects and contractors independently.
- Develop and maintain effective workplace, contractor, and community relationships.
- Stay current with sustainable land use planning regulations and practices in BC.

**Approved by:**



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For the Town of Smithers

May 2, 2023

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Date