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POSITION DESCRIPTION

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| Position Title: | Regional Planner | Date of Revision: October 2020 |
| Department: | Regional Development & Planning | |
| Reports to: | Director of Regional Development & Planning or designates | |
| Employee Group: | Excluded - Management | |
| Wage Group: | Under Review | |

Position Summary:

Reporting to the Director of Regional Development & Planning the Regional Planner is responsible for undertaking planning, development and policy recommendations for a diverse and vast geographical area. The NRRM Regional Planner undertakes traditional land-use and planning projects such as administering various applications including Development Permits, Development Variance Permits, Agricultural Land Reserve Applications, Plans of Subdivision and amending the Zoning Bylaw and Official Community Plan as required. However, the work encompasses many other diverse areas of practice including: long term land-use planning, parks and recreation planning, resource management planning, economic development, and environmental and heritage planning. Policy projects may include assisting with updating the Zoning Bylaw and Official Community Plan, Community Trail project, Downtown Revitalization initiatives, Social Planning, various mapping initiatives and possible future environmental services for the organization. All Planning assignments will be in accordance with Regional Council's policies and priorities, approved budgets and citizen expectations.

As an excluded and salaried position, the Planner is expected to work a minimum of 40 hours per week and overtime/additional hours as required.

The Regional Planner may delegate portions of his/her authority and responsibility to members of the department but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

Responsibilities:

1. Specific Responsibilities

Coordinate and conduct the activities of the planning department involving the application and analysis of policy and legislation, Zoning, Official Community Plan and other land use bylaws.

- Review and process referrals and applications as they pertain to land use and development with the Northern Rockies Regional Municipality.
- Review and evaluate planning applications to ensure compliance with the applicable policies and bylaws and produce comprehensive reports and recommendations on public policy, including confidential reports of a politically sensitive nature, for submission to superiors, committees and Council.
- Conduct special projects and other matters relating to planning related applications, programs and projects.

Identify and assess broad regional land-use and development issues and information needs; develop and oversee programs and projects to address the priorities.

- Research, assemble and interpret historical, economic, physical, social, legal, statistical and other data for departmental studies and projects.

- Act as a liaison in programs and projects with federal/provincial/First Nations governments, advisory groups and non-governmental organizations on projects within the jurisdiction of the Northern Rockies Regional Municipality.
- Determine the scope and research methodology to be utilized for in-depth planning studies, and prepare comprehensive reports, planning regulations and policies.
- Prepare research material for presentation to Council, appointed committees and others.

Manage varying complex projects involving a wide range of interest groups and stakeholders that are often politically sensitive.

- Design, conduct and facilitate public consultation programs as required; undertake meetings and workshops designed to solicit involvement in defining planning issues in setting land use, economic, social and environmental objectives.
- Liaise with developers, architects, land owners, the Boards of Variance, and public community groups by providing advice and assistance relating to land use and zoning, social, design, environmental and transportation matters, including policy development and planning issues.
- As required or directed, act as the representative of the Planning Department at public meetings, committee and commission meetings; prepare reports, agendas and attend meetings of the various Planning Department committees.
- Represent the department on various internal and external committees.

Provide support to the Department Director and organization in the overall achievement of related organizational objectives in accordance with Regional Council's policies and priorities, approved budgets and citizen expectations.

- Inform the Director or the CAO of issues and developments of an operational or political nature that relate to the planning interests of the entire municipality and provide advice for resolving issues and developing positive relationships with the community, partners and other levels of government.
- Undertake technical analysis/evaluation for a broad range of projects and participate in other duties and special projects as assigned or delegated.
- Oversee consultant contracts, including preparation of terms of reference, review of proposals, development of contracts, oversight of contractor activities and budget, review of deliverable, and approval of payments.
- Assist Director in monitoring and overseeing approved planning budgets.
- Evaluate planning trends to ensure compatibility with current municipal planning goals and objectives.
- Ensure that inquiries and complaints regarding department policies and activities are handled promptly, effectively, efficiently and with courtesy.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

The Regional Planner may be appointed as the Northern Rockies Regional Municipality Approving Officer to review and approve subdivision applications ensuring that the subdivision complies with provincial acts and regulations, and with local government bylaws for official community plans, zoning, servicing and other plans and bylaws.

Decision Making Accountability and Responsibility**1. Decision Making Authority/Independence**

The position is expected to exercise considerable initiative and is permitted significant independent judgment and action in carrying out the duties of the position. The work is periodically discussed with, and reviewed by, the Director of Regional Development & Planning for conformance to good practice, established policy, and attainment of objectives.

2. Impact/Consequence of Error

Decisions consistently affect other Municipal employees and, at times, will affect the work performed in other departments. Inaccurate interpretation or relaying of information may result in reputational damage and/or financial loss to the Municipality and would result in the Municipality's failure to adhere to Provincial legislation.

3. Financial Impact

Improper decisions may result in severe negative legal consequences and/or financial loss to the Municipality.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Ensures personal and subordinate safety while performing the duties of the position and complies with organizational safety programs and ensures that all WorkSafe BC and other legislative safety requirements are met.

Contacts**1. Internal**

Works consistently with other Municipal staff and provides guidance and procedural advice to Municipal staff and elected officials.

2. External

Provides advice and information, both orally and in writing, to customers, contractors, consultants, other government agency representatives, and the public.

Working Conditions**1. Environment**

Work is most often performed in an office or indoor settings; some fieldwork will be required.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking (indoors and outdoors on varying surfaces), standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications**1. Formal Education**

A post-secondary diploma/degree in resource management, geography, planning, or related discipline is preferred OR an equivalent combination of education and experience.

2. Training/Experience

Experience working in land-use, planning, or a related field.

3. Professional Designation/Licenses/Memberships

Eligibility for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners is an asset.

Must possess a valid BC Driver's License.

4. Knowledge/Abilities/Special Skills

Knowledge of:

- the principles, practices, and processes involved in community planning;
- the principles and practices of planning as they pertain to regional and rural land use and development;
- the methodologies and practices of research and data collection;
- GIS and other mapping or land information tools;
- the Community Charter and Local Government Act and related statutes, laws, regulations and precedents respecting Civil Government, with emphasis on land use, planning and zoning, community planning, social planning, engineering, and environmental services; and
- the development theory and practices concerning site planning, civil construction, building development, and real estate practices.

Ability to:

- to manage multiple projects and work in an interdisciplinary planning and management environment;
- work in an environment often governed by urgency and formal deadlines;
- handle a complex and varied workload;
- work harmoniously with government agencies, residents, personnel, consultants, other staff, and elected officials;
- to work respectfully, knowledgeably, and effectively with Indigenous people with the capacity to allow for differing cultural perspectives;
- serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with regularly;
- analyze and develop logical and systematic courses of action and demonstrate strong management, communicative, and planning skills;
- research, interpret, and provide guidance on a variety of legislative, legal, and administrative matters relating to areas of responsibility;
- apply federal, provincial, and local government legislation as they relate to planning and job responsibilities; and
- strive for excellence and have a comprehensive knowledge of the dynamics required for a professional, political environment.

Special Skills or Other:

- Proficiency in computers/applications (Microsoft Office).
- Excellent communication skills (verbal and written) including the ability to respond to questions and present technical information in a manner that is easy to understand for staff, elected officials, committees, external agencies and the general public.
- Demonstratable competence in report writing, public speaking and presentation skills.



NORTHERN ROCKIES REGIONAL MUNICIPALITY
Job Posting No. 2020.19
Regional Planner

The Northern Rockies Regional Municipality has an exciting career opportunity for an experienced and motivated professional to compliment our Management team.

Reporting to the Director of Regional Development & Planning the Regional Planner is responsible for undertaking planning, development and policy recommendations for a diverse and vast geographical area. The NRRM Regional Planner undertakes traditional land-use and planning projects such as administering various applications including Development Permits, Development Variance Permits, Agricultural Land Reserve Applications, Plans of Subdivision and amending the Zoning Bylaw and Official Community Plan as required. However, the work encompasses many other diverse areas of practice including: long term land-use planning, parks and recreation planning, resource management planning, economic development, and environmental and heritage planning.

You should have a post-secondary diploma/degree in resource management, geography, planning, or related discipline OR an equivalent combination of education and experience working in land-use, planning, or a related field within a municipality, public administration, real estate investment analysis, or building industry practices

A full copy of the job posting is available on our website under employment at www.NorthernRockies.ca and applicants are strongly encouraged to read the full posting prior to applying. Please apply in the form of a detailed resume and cover letter outlining education, experience, and qualifications to:

Erin La Vale, CPHR

Deputy CAO/Director of Human Resources

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Bag Service 399 | Fort Nelson, BC V0C 1R0 | Fax: 250-774-6794

Email: jobs@northernrockies.ca

Closing Date: Open until filled

Visit www.NorthernRockies.ca for a full copy of the job posting

