



Position Title: Associate Planner	Department: Planning Services
Date: January 2026	
Reporting Manager Title: Manager of Planning Services	
Reporting Supervisor Title (if applicable):	

Position Summary:

Reporting directly to the Manger of Planning Services the Associate Planner provides planning support services to the general public and regional district staff. This position assists with land use applications, research, and bylaw interpretation to support effective community planning and development across the region.

Essential Duties and Responsibilities:

Planning Support and Land Use Applications

- Provide technical and planning support services.
- Process and analyze land use applications in terms of their conformance with Official Community Plans (OCP), bylaw regulations, local government act objectives, and related provincial legislation.
- Review, prepare, process, and submit for planning comments on applications that include rezoning, temporary use permits, development permits, development variance permits, and Agricultural Land Reserve (ALR) applications.
- Assist in the review of professional reports and registration of covenants for land use applications.
- Perform field work as required.

Advisory and Interpretive Services

- Provide interpretations and advice to the general public, developers, builders, realtors, lawyers, and appraisers on bylaws, zoning, and other planning issues.
- Provide assistance and advice to CRD staff with respect to building inspection, zoning, and bylaw issues.
- Respond to Crown referral enquiries from various provincial ministries regarding zoning and land use planning.
- Review and respond to building permit applications on zoning regulations and provincial standards.

Research and Data Management

- Undertake research and analyses for OCP updates and other community planning initiatives.
- Process planning and ALR applications, including researching required information.

- Update new subdivision plans in the CRD-property record management software system.
- Print maps and answer enquiries relating to mapping.
- Assist in maintaining accurate records, mapping data, and land use documentation.

Departmental and Administrative Support

- Assist the Planning Officer and Manager of Planning Services in all aspects of planning and zoning duties.
- Undertake additional assigned tasks related to planning.
- Support the preparation of planning reports and materials for presentations to management, committees, or the public.

Supervisory Responsibility

- Provide training and instruction to staff on planning requirements and procedures.

Technical Expertise:

Knowledge

- Familiarity with provincial statutes and regulations and the ability to acquire a sound knowledge of planning legislation and local geography.
- Knowledge of planning principles along with excellent research and analysis skills.
- Understanding of how to review and interpret maps and planning documents and request appropriate edits.

Skills

- **Communication:** Strong written and verbal communication skills.
- **Technical Proficiency:** Proficiency in Microsoft Office Suite (Outlook, Word, and Excel). Ability to learn and effectively utilize specialized software such as GIS web mapping interface and property records management program.
- **Design:** Proficiency in graphic presentation and creating clear, visually effective materials.
- **Organization:** Strong organizational skills and the ability to perform time-sensitive tasks.

Abilities

- **Communication:** Ability to communicate effectively both orally and in writing with the public, elected officials, and stakeholders.
- **Customer Service:** Innovative and self-motivated, with a focus on customer service.
- **Teamwork:** Ability to work in a team-based environment with a diverse range of professionals.
- **Relationships:** Maintain effective working relationships with both internal and external parties.
- **Time Management:** Ability to manage multiple concurrent tasks under deadline pressures.
- **Discretion:** Handle confidential and sensitive matters with discretion and integrity.

- **Leadership:** Ability to provide guidance or training to others on planning requirements and procedures.

Education, Experience, and Qualifications Required:

- Bachelor's degree in Planning, Geography, or a closely related field supplemented by urban planning courses or a diploma and/or certificate in planning.
- Related work experience, preferably within a local government planning environment.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Strong written and verbal communication skills are required.
- Experience with mapping software would be considered an asset.

Working Conditions:

Work Environment: Primarily office-based, with occasional field work that may involve outdoor conditions and some travel within the region for site visits, meetings, and related duties.

Physical Requirements: Ability to attend presentations and perform fieldwork as required, as well as sit for extended periods to conduct research and prepare documents.

Work Schedule: Required to be flexible and adapt to changing work demands.

Stress and Responsibility: Moderate responsibility for managing multiple concurrent tasks, meeting deadlines, and ensuring accuracy in planning applications and advice.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability



Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental