

Planning Assistant

(Land Use and Development)

June 2025

Company Description

Pacific Land Group (PLG) is an experienced multidisciplinary land-use consulting firm, which specializes in complex land planning, development and environmental strategies. We serve municipalities, communities, and leading private organizations across BC's Lower Mainland and Fraser Valley. We are proud to play an active role in shaping development and land use policies in the jurisdictions we work in and believe that each project we undertake is an opportunity to promote thriving communities. With our team of planners and biologists, we work together to produce practical and innovative strategies to address our clients' challenges and the unique attributes of each project site. Our planning team's expertise includes comprehensive development programs, highest and best land use assessments, project management and government agency approvals.

As a boutique firm that values collaboration, creative thinking, transparency and growth, we operate on a merit-based system with an open-door policy. We take pride in consistently and proactively delivering positive customer experiences by designing workplans and land use outcomes with our clients in mind. At PLG, effective work, innovative ideas, and consistent results are recognized and rewarded. We encourage every member to bring their unique insights and creative solutions to the table as we continuously work to advance our company and the interests of our clients.

You can visit our website at www.pacificlandgroup.ca for more information about our company.

Position Description

As a Planning Assistant, you will be responsible for collaborating with our team of internal and external development professionals, including architects, biologists, engineers, planners and urban designers.

Responsibilities

Each client's needs are unique, so your efforts will help advance an array of projects. Some examples of projects you may assist with include:

- Compiling and analyzing data on legal, environmental, physical, regulatory and other factors affecting development feasibility;
- Supporting internal planning and environmental staff in interpreting related Zoning Bylaws, Official Community Plans, secondary plans and statutes;
- Supporting internal planning staff in analyzing land use and political parameters and formulating development strategies;
- Attending meetings with public authorities, lawyers, developers, clients and other groups to assist in the formulation and refinement of land use strategies;
- Compiling research documentation to support staff in preparing and recommending land development concepts for zoning, subdivisions, agricultural and other land uses;
- Reviewing plans for conformance with municipal plans and regulations;
- Coordinating with project subconsultants such as, Arborists, Architects, Civil Engineers and Geotechnical Engineers.
- Preparing and submitting development applications and supporting documentation.
- Note: The examples listed above are not exhaustive of all the projects you may be responsible for in this role.

Qualifications

Essential

- 1-2 years of experience/exposure to land development planning (site planning for single family residential, townhouse, industrial and commercial);
- Post-Secondary education, preferably a degree related to planning, or comparable planning experience, or an equivalent combination of education/experience. Working knowledge of Zoning Bylaws, Official Community Plans, Design Guidelines and the *Local Government Act*;
- Working knowledge or ability to quickly acquire knowledge of planning, building and engineering terminology, and map compilation and interpretation;
- Excellent written and verbal communication skills, with the ability to express thoughts and ideas clearly, and write in a clear, concise and creative manner;
- Ability to conduct accurate and independent research in support of development applications, site assessments, development feasibilities, and highest and best land use reports;

- Good customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with municipal and industry colleagues, clients, and members of the public during public consultation processes.
- A valid driver's license.
- Ability to differentiate between ideological and common-sense solutions.

Desirable

- Aptitude in graphics software to prepare graphics and presentation material to support city council and public consultation processes;
- Proficiency in AutoCAD, SketchUp or other Graphic Design Software;
- Experience preparing development rationales, analytical reports or correspondence with external agencies/consultants; and
- Understanding of Government Legislation and processes.

Remuneration

We recognize that applicants have unique backgrounds and experiences and want to offer remuneration that reflects that. Accordingly, the compensation package for this role will be determined on an applicant-by-applicant basis.

Application Process

To apply, please submit a resume and cover letter to info@pacificlandgroup.ca. Within your cover letter, please explain your planning career path and why are you interested in working with PLG.

Please visit our website at www.pacificlandgroup.ca for more information about our firm.

Pacific Land Resource Group Inc. would like to thank all those who apply. However, only short-listed candidates will be contacted.