



Come for the Outdoor Adventure and Stay for the Job!

The Regional District of Kitimat-Stikine is pleased to announce they are searching for a permanent full-time **Planner III** to join their dedicated team. This position offers a salary range of \$108,726.80 to \$124,797.40 depending on experience, a pension, and a full range of benefits.

If awe-inspiring, natural scenery and breathtaking views are what you crave, then the Regional District of Kitimat-Stikine (RDKS) is your place. This area is renowned for its world-class fishing and outdoor adventure opportunities, including a ski hill, sledding, skating, heli-skiing, an 18-hole golf course, hiking, and mountain biking trails. The area offers quality advanced education opportunities with both Coast Mountain College and the University of Northern BC satellite campus. There is also a well-developed arts and cultural community, recreation facilities and library. Terrace, where the role is located, is the regional retail and service hub for the northwestern portion of British Columbia. The opportunity for adventure is endless in any season. The Kitimat-Stikine region is the traditional homeland of the Tahltan, Nisga'a, Gitksan, Wet'suwet'en, Heiltsuk, Tsimshian, and Haisla Nations. Spanning a geographic area of 110,000km² the RDKS is home to almost 40,000 people and includes the five incorporated municipalities of Terrace, Kitimat, Stewart, District of New Hazelton and the Village of Hazelton.

Purpose Statement:

The Planner III performs professional land use planning of a complex nature. Work involves applying specialized knowledge for the design, preparation, and completion of current and long range planning projects, with an emphasis on strategic policy development. The Planner III reviews land use and development applications to ensure compliance with appropriate bylaws, policies, legislation, and regulations, and prepares reports for the Board. The position administers third party contracts and provides senior advisory supervision to Planner I/II staff.

Direct Reports:

There are no direct reports to this position.

Major Duties and Responsibilities:

- Draft and implement Official Community Plans, Zoning Bylaws, Development Procedures, and related bylaws and policies in alignment with BC statutes.
- Approve development permits and assist junior planning staff with applications and advice to the public regarding land use inquiries.
- Review and process subdivision, Crown Land, and Agricultural Land Reserve (ALR) applications in accordance with applicable legislation and Regional District practices.
- Provide project management for departmental and planning initiatives, including developing



project budgets, overseeing tenders, managing timelines and deliverables, and verifying contract expenditures and compliance.

- Understand and interpret provincial legislation that may impact land use planning within the RDKS, and work effectively with external regulatory bodies.
- Write and update departmental policies and procedures under the direction of the Director of Development Services.
- Develop and maintain positive rapport with RDKS member municipalities, other Regional Districts, First Nations, and external stakeholders.
- Administer public hearings and community meetings.
- Prepare monthly reports and supporting documentation to Commissions, the Planning Committee and Regional Board.
- Attend as required meetings of committee or external agencies for purposes of observation, participation, and/or reporting to the Director.
- Research, draft, and prepare, as requested, outgoing correspondence on behalf of the Director, Administrator, or Chair on matters related to land use planning.

Working with others:

- Daily supervision of Planner I/II and technical support staff.
- Assisting other Department or Regional District staff.

Skills and Abilities:

- Demonstrated professional conduct through well-developed written and spoken public relations skills.
- Ability to establish and maintain professional communication with internal/external contacts and applicable authorities.
- Specialized knowledge in preparing planning studies, drafting bylaws and amendments, and proficient at interpreting bylaws and policies.
- Expertise researching, interpreting, and applying economic, historical, social, and physical data applied to strategic land use planning initiatives and projects.
- Sound knowledge of analytical, research techniques, and methodology within the planning profession applied to local government studies and projects.
- Understanding of economics, municipal finances, and budgeting as applicable to the Department.
- Capacity to draft and oversee contracts.

Specific Training and Experience:

- University degree in planning or related field with preference for a graduate degree.



- Preferred minimum of 5-year's diverse local government or private sector experience or an equivalent combination of education, training, and experience.

Work Environment:

- The position is based in Terrace, BC at the Regional District main office.
- Work hours are Monday to Friday from 8:30am to 4:30pm.
- Full time workload of 35 hours a week, plus occasional overtime for community engagement events and meetings on evenings and/or weekends.
- Duties entail site visits and field reviews.
- Meetings and workshops may require out-of-town and overnight travel given the Regional District's geographical area.

Physical, Mental and Visual Demands

- Intense visual/listening concentration and note-taking frequently required.
- No adverse working conditions as this position is primarily in an office environment.

Required Licenses/Certifications

- Membership or eligibility for membership in the Planning Institute of British Columbia.
- BC Class 5 (full privilege) Driver's License.

Please submit your cover letter, resume and references by mail or email to the Regional District of Kitimat-Stikine by 4:00 p.m. on Friday, August 15, 2025. We appreciate your interest when applying and advise that only candidates under active consideration will be contacted.

Director of Administration/Human Resources
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