

**NATURE OF POSITION**

Working under the general direction of the Director of Planning, provides technical and professional community planning information and advice to the Chief Administrative Officer (CAO) and Kitimat Council as guided by Planning legislation, bylaw, and policy. This position will work on both current and long-range planning objectives, reviews development applications, and coordinates public consultation where required and provides informal supervision, mentorship and guidance to the Planner I and Planning Clerk.

**WHERE IS THE JOB?**

Located in Northwest BC, Kitimat is a master-planned greenbelt community and home to just over 8,000 residents. Kitimat provides a stable tax base and is experiencing growth from increased levels of industrial, residential, and commercial development. To learn more about your new home, visit <https://kitimatbound.ca/move-to-kitimat/>.

**JOB DUTIES/EXAMPLES OF WORK PERFORMED**

Major Functions

1. Complete the processing of minor to more complex development permits, variances, temporary use applications, Official Community Plan amendments, zoning, and special projects:
  - Communicate development objectives to permit applicants and major project proponents
  - Review development applications, identify policy, planning and regulatory requirements and deficiencies, identify legal and operational constraints
  - Prepare/present planning reports/recommendations including draft plans and bylaw amendments to Kitimat Council and the public as required or directed
  
2. Provide information internally and externally regarding community planning:
  - Answer inquiries from the public, project proponents, explains decision-making processes and planning policies
  - Carries out research on a variety of planning and land use topics to gather information and statistics and may be required to visit sites to gather information
  - Liaise with public, other departments/agencies regarding land use activities
  - Prepare ads, public notices, information summaries and reports to Council regarding development application and interests in land in compliance with *Municipal Code* and provincial legislation
  
3. Represent District planning interests at various committees and commissions as assigned, or in absence of Director.
  - Complete current and long-range planning assignments related to development permits
  - Formulate, implement and report on public consultation and survey projects
  - Analyze applicable planning policies/guidelines, recommend modified guide-lines. methods. standards to meet community planning objectives
  - May complete assignments, under general direction of the Director related to: municipal land sales; purchases; leases; rights-of way; covenants; easements; encroachments; licenses and other land agreements
  - Provide input into annual work plan for the Planning department including preparing project descriptions and cost estimates for annual budget and defining work programs and developing schedules

## **WHAT DO YOU BRING WITH YOU?**

- University undergraduate or graduate degree in community planning
- Driver's license, Class 5/7N
- Registered Professional Planner designation with the PIBC
- 5 years of related work experience, supervisory experience an asset
- Knowledge of: Microsoft Office - Word, Outlook, Excel, PowerPoint, GIS, Adobe products (or equivalent)- Acrobat, Photoshop, InDesign, Sketchup or 3D modelling software and public consultation and engagement methods

## **WHAT DO YOU GET IN RETURN:**

- Complimentary use of the District's fantastic recreation facilities
- Relocation and rental assistance if you are moving to the area

## **WAGE RATE:**

\$48.92/hr (Step 1) for candidates with RPP designation and a minimum of 5 years of related work experience. Position works 35 hours per week.

At the District of Kitimat, we are committed to recruiting a diverse workforce that represents the community we serve, establishing an inclusive, equitable, and accessible environment for all. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. If you require accommodation during the recruitment process, we will work with you on arranging an accommodation where possible that is suitable for your abilities.

**The District of Kitimat has been approved by the BC Office of the Human Rights Commissioner to implement an equity enhancing Special Program, to give hiring preference to qualified candidates who self-disclose that they are Indigenous. If you are Indigenous, you are encouraged to state that in your application.**

To apply for this position, please submit a detailed resume and cover letter to [hr@kitimat.ca](mailto:hr@kitimat.ca).

The position will remain open until filled. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. To learn more about Kitimat, visit [Kitimat Bound](#)