The City of Courtenay invites applications for a full-timeposition of "**Planner 2”** in the Development Services Department. This is a full-time, union position subject to the terms and conditions in the collective agreement between the City and CUPE Local 556.

Reporting to the Manager of Development Planning, the incumbent is expected to perform a variety of planning duties such as reviewing moderately complex land use and development applications ensuring compliance with appropriate regulations and legislation; preparing bylaws, reports, and studies; presenting proposals to Council; and facilitating public consultations.

**MINIMUM REQUIREMENTS**

* Degree from a Canadian Institute of Planners accredited Planning Program or a related degree such as Geography, Social Sciences, Architecture, Environmental Sciences, or Resource Management, or have an equivalent combination of post-secondary education and work experience
* Membership or eligibility for membership in the Canadian Institute of Planners and the Planning Institute of BC
* Valid BC Driver’s License
* Criminal Record Check
* Sound (3-4 yrs) experience in the community planning field with emphasis on local government development planning.
* Possess high ethical standards
* Applied experience in both policy and development planning
* Sound knowledge of the philosophies, principles, and practices of municipal and environmental planning and design
* Sound knowledge of Local Government and environmental legislation in British Columbia
* Strong interpersonal, communication, presentation, facilitation, research, problem solving, and analytical skills
* Good office computer skills
* Ability to act in a coordinating capacity with City staff, officials, citizen’s groups, etc.
* Ability to be creative and use sound judgment in making planning recommendations
* Ability to work well as a team member
* Ability to prioritize and meet deadlines
* Ability to deal effectively with representatives of government, business and development, the general public, City staff and Council members

The current hourly wage rate is $46.35 based on a 35-hour work week. This is a full-time position.

If you have the qualifications along with the passion to help Courtenay be the most livable City in British Columbia, then submit a resume outlining how you meet the qualifications with a covering letter clearly marked “Application: Planner 2 - Development”. Submit your application online at [www.courtenay.ca/jobs](http://www.courtenay.ca/jobs)

We thank all applicants for their interest, but only those short listed will be contacted.

**Notice Posted**: May 22, 2025  
**Competition** #25044