

EMPLOYMENT OPPORTUNITY

DEVELOPMENT PLANNER I (Temporary 1-year term)

POSTING NO: 2025-37

POSTING DATE: November 21, 2025

POSTING EXPIRY DATE: December 15, 2025, at 4:00 pm*

*** Please note that qualified candidates may be invited to interview before the closing date**

The Strathcona Regional District is currently recruiting for a temporary full-time Development Planner I (1-year term). Reporting to the Manager, Planning and Parks, the Development Planner I is primarily tasked with processing current land use applications, from routine development permits to minor amendments to official community plans and zoning bylaws and assisting in organizing and attending committee and public meetings. Additionally, the Development Planner I provides support in the review and development of regulatory and long-range plans, such as official community plans, sustainability plans, zoning bylaws, and other planning bylaws and policies. A working familiarity with sustainability and land-use management practices is required, as is the ability to research, prepare, and present reports on related programs, policies, and procedures.

REQUIRED EDUCATION AND EXPERIENCE

- University degree in planning, civil engineering, or a related discipline and a minimum of one (1) year of related experience in planning; or
- A diploma in planning and design, or a related technology, from an accredited institute of technology and a minimum of three (3) years related experience in land use planning.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS (needed for acceptance into the position or acquired in the first six months of being in the position)

- Eligibility for membership in one or more of the following: Planning Institute of BC, Applied Science Technologies and Technicians of BC, or related.
- A valid Class 5 BC Driver's License.

The position is temporary full-time, 35 hours per week, with an annual salary range of \$77,787.27 to \$89,324.96 plus an additional 16% in lieu of benefits and vacation.

HOW TO APPLY: Qualified candidates are invited to submit a cover letter, resume and relevant certifications quoting posting **#2025-37 Development Planner I (Temporary 1-year term)** in the subject line of the application to hr@srd.ca. We thank all candidates for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to complete a satisfactory criminal record check.



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Campbell River, BC V9W 7Z8
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www.srd.ca

Development Planner I

JOB SUMMARY

Reporting to the Manager, Planning and Parks, the Development Planner I is primarily tasked with processing current land use applications, from routine development permits to minor amendments to official community plans and zoning bylaws and assisting in organizing and attending committee and public meetings. Additionally, the Development Planner I provides support in the review and development of regulatory and long-range plans, such as official community plans, sustainability plans, zoning bylaws, and other planning bylaws and policies. A working familiarity with sustainability practices and land use management practices is required, as is the ability to research, prepare and present reports on related programs, policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

- Processes a variety of routine to moderately complex land use applications/permits in accordance with planning principles, legislation, environmental regulations, and department policies and procedures; explains deficiencies and the requirements for acceptance; calculates fees and charges, ensures all have been paid; and issues permits once approved.
- Reviews referrals from other agencies relating to crown lands, subdivision, zoning, environmental assessment, mining explorations, waste management applications, water licenses, logging, aquaculture and other such matters for conformance to RD bylaws, policies and requirements.
- Research background information and prepares reports for senior planning staff, other departments, customers, committees and the SRD Board regarding a variety of topics and projects of moderate complexity relating to planning referrals, development/ development variance permits, agricultural land reserve applications, bylaw amendments, new policies and other related matters.
- Prepares maps and other graphics for various projects.
- Conducts field site assessments to confirm sitting details for development applications and to fulfill requirements under the memorandums of understanding with fisheries and environment ministries.
- Attends public meetings/hearings, open houses, and committee meetings and assists with small group facilitation, note/minute taking and organizational details.
- Assists more senior planning staff with contracted planning services for member municipalities which lack planning staff.
- Performs a variety of administrative duties such as preparing and distributing official notices for public hearings, notification letters to neighbours, carrying out formal review processes with First Nations and other external agencies, maintaining records and entering information into the application tracking database.
- Assists the public at the counter, via email or by phone, by explaining and interpreting land use bylaws and processes; development and variance processes; Regional District policies, procedures and objectives; and the role and requirements of other departments and agencies.
- Provides input and recommendations for the improvement of departmental processes, procedures and templates.

- Remains current with new bylaws, policies and processes and general trends and developments within the field by attending conferences, presentations, workshops, certification courses and update seminars.
- Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION & EXPERIENCE *(or equivalent combination)*

- University degree in planning, civil engineering, or a related discipline and a minimum of one (1) year directly related experience in planning; or
- A diploma in planning and design, or a related technology, from an accredited institute of technology and a minimum of three (3) years directly related experience in land use planning.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first 6 months of being in the job)*

- Eligibility for membership in one or more of the following: Planning Institute of BC, Applied Science Technologies and Technicians of BC, or related.
- A valid BC Class 5 BC Driver's License.

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first 6 months of being in the job)*

- Knowledge and understanding of local government, provincial and federal acts and regulations; bylaws; policies and processes; and general trends and development within the field of land use planning.
- Knowledge of planning and land use principles related to community land use planning, sustainability, environmentally sensitive areas, green building design, site design, and related best practices.
- Understanding of services provided at the local government level (i.e. potable water, sanitary sewer, solid waste removal) and the role of external agencies, such as Island Health.
- Ability to conduct public meetings and facilitate groups and workshops.
- Ability to effectively explain land use bylaws, application requirements and processes to the public, developers, engineers, and other audiences, both orally and in writing, in a clear, respectful manner.
- Ability to address complaints and resolve conflicts using tact, courtesy, and patience.
- Ability to review and interpret moderately complex documents, such as land surveys, plans, specifications, title certificates, covenants, easements, and technical reports, to identify deficiencies and ensure requirements are met.
- Ability to calculate floor area, lot coverage, set-backs, frontage, potential bonus density and other metrics to ensure compliance with zoning bylaws and other regulations, policies, and guidelines.
- Ability to read, understand, and prepare maps, statistical charts and other graphic materials.
- Ability to read and understand legal documents, descriptions and opinions.
- Strong organizational, task management, record keeping, and problem-solving skills.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel). Experience working with GIS-based mapping software and PSD Citywide software considered an asset.