

JOB POSTING

POSITION:	Planner
TERM:	Full- Time – Permanent, CUPE 118
DEPARTMENT:	Planning
WORK LOCATION:	Municipal Office (On-Site)
HOURS OF WORK:	Monday - Friday, 8:00 AM to 4:30 PM, <i>evenings and weekends as required</i>
RATE OF PAY:	\$44.48 per hour, <i>less 10% during probationary period, plus benefits</i>
POSTING DATE:	January 27, 2026
CLOSING DATE:	February 10, 2026
POSITION START DATE:	Immediately

JOB SUMMARY

Reporting to the Director of Community Planning & Strategic Initiatives, the Planner is primarily responsible for short- and long-term development planning including processing land use applications and permits, assisting in the preparation of land use bylaws, as well as writing and presenting Council reports. The Planner will respond to public inquiries, facilitate public engagement initiatives, attend Public Hearings, and Council meetings.

The Planner will also be working closely with the public, stakeholders, developers, external agencies, and internal departments to ensure that future growth and development fits with the District's Official Community Plan, goals, and objectives.

Principal Responsibilities:

- Review land use and development applications, permits, and variances to ensure completeness, and compliance with District policies, objectives and applicable legislation;
- Prepare reports to Council;
- Attendance at Council meetings, Public Hearings and other meetings and events as required;
- Draft land use bylaws;
- Respond to public enquires providing support, in a professional and clear manner;
- Make recommendations on the approval or amendment of development-related bylaws, policies and procedures, or land use contracts;
- Liaise with other government agencies and organizations as required;
- Conduct research and studies on development trends, future growth strategies and opportunities;
- Facilitate public consultation and engagement initiatives;
- Perform related work as required.

Required Knowledge. Skills & Abilities:

- Sound knowledge of the principles and practices of municipal planning as well as thorough knowledge of the Community Charter, the Local Government Act, and other provincial policies and regulations relating to planning;
- Knowledge of the District's Official Community Plan bylaw, Zoning bylaw, policies and procedures for development and land-use applications;
- Exceptional written and oral communication, including excellent report writing skills;

- Strong ability to solve problems, think critically, and make sound decisions;
- Ability to establish and maintain positive working relationships with colleagues, members of the public, developers, and government officials.
- Knowledge and expertise with software programs including Microsoft Office, Excel, Illustrator, various Internet applications, and GIS databases;
- Strong organizational skills;
- Ability to review plans and apply provisions of regulations and bylaws;
- Ability to work on several projects simultaneously ensuring deadlines are met;
- Ability to work independently with minimal supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality.

Required Qualifications

- A degree in Planning or in a planning-related discipline (i.e. Geography, Urban Studies, etc.);
- A Master's degree from a PIBC or CIP accredited planning program is preferred;
- A minimum of two years of related planning experience in a municipal setting is preferred;
- A combination of equivalent education and experience may be considered.
- Membership or eligibility for membership status in PIBC and CIP;
- The successful applicant will be required to provide criminal record clearance as a condition of employment;
- Valid B.C. Driver's License;
- Current Drivers Abstract must be submitted as a condition of employment (The license must not include any restrictions that would affect the ability to legally and safely carry out the responsibilities of the position).

Working Conditions:

- Evening and weekend attendance at Council meetings, Public Hearings, and/ or public engagement events as required.
- Office environment with computer use.
- Sitting for long periods of time.
- Minimal travel between recreational facilities within the District of Ucluelet.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
 Email: careers@ucluelet.ca
 Office: 200 Main Street, Ucluelet BC
 Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.