



qathet REGIONAL DISTRICT

PLANNER (Full-Time)

qathet Regional District's Planning Services Department is seeking a dynamic individual to join our team as a permanent, full-time Planner.

Reporting to the General Manager of Planning Services, the Planner is responsible for processing land use applications, responding to public inquiries, liaising with property owners, realtors, developers, and other government agencies. This position will also be responsible for preparing reports on land use applications, supporting community engagement, preparing land use amendment bylaws, and attending public meetings and public hearings when required.

Applicants should have a university degree in community and regional planning or other related discipline, a minimum of two years job related experience preferably in a local government planning department or an equivalent combination of training and applicable experience. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills, and proficiency in contemporary office software. Eligibility for membership in the Planning Institute of BC or equivalent organization is required.

The 2026 wage rate for the Planner is \$48.42 per hour. The position is subject to CUPE Local 798 Collective Agreement. Hours of work are 35 hours per week between Monday and Friday, 8:30 am to 4:30 pm. The qRD offers a flexible work arrangement program for eligible positions.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Formal testing will be required.

Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to:

Julia Dykstra, General Manager of Planning Services
qathet Regional District
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2
Email: employment@qathet.ca

Deadline for applications: Open Until Filled

A detailed job description is attached.

qathet REGIONAL DISTRICT
JOB POSTING
PLANNER – PERMENENT, FULL TIME POSITION

POSITION OVERVIEW

The position assists and reports to the General Manager of Planning Services in the delivery of the Regional District's planning program and performs a variety of duties pertaining to land use applications and regulations, research and reporting, and public consultation on various issues.

KEY DUTIES AND RESPONSIBILITIES *include but are not necessarily limited to:*

- Process land use and permit applications; determine compatibility with land use bylaws; prepare reports and recommendations for review by the General Manager of Planning and the Planning Committee.
- Respond to public inquiries; provide interpretation of planning policies, bylaws and legislation.
- Maintain record of public complaints and report to supervisor.
- Assist with preparing materials for Planning Committee and other meetings and attend meetings, as required.
- Collect and analyze data (e.g., assessment reports, census); research and prepare reports; draft bylaws and correspondence.
- Undertake landscape analysis and mapping.
- Participate in the design, implementation and monitoring of sustainability initiatives, regional development strategy and public education and outreach programs.
- Liaise with other government agencies and community organizations on planning matters; and provide administrative support to the latter where required.
- Operate a computer, photocopier, scanner, printers, calculator.
- Follow policies, procedures and standards of the Regional District.
- Perform other related duties as assigned.

QUALIFICATIONS

Education/ Training/Experience

- University degree in Community or Regional Planning or other related discipline;
- Basic training in GIS systems applications and graphics;
- Minimum 2 years job related experience, preferably in a local government setting;
- Or equivalent combination of training and experience.

Skills / Abilities

- Ability to understand and analyze planning documents, maps, and technical procedures;
- Knowledge of *Local Government Act* provisions relating to land use planning and other relevant legislation, regulations and policies;
- Excellent communication (verbal and written), interpersonal and customer service skills;
- Strong organizational skills; ability to multi-task; and
- Proficiency in Microsoft Office applications.

The following additional qualifications are assets:

- Proficiency in InDesign and experience in creating public information materials.
- Supplementary training in civic engagement and dialogue, landscape architecture, sustainability planning, or environmental management.

Licenses or Special Requirements

- Must be eligible for membership in the Planning Institute of BC or equivalent organization.
- Class 5 Driver's License for the Province of BC is required.