

JOB TITLE:**PLANNER II or Planner III**

(Regular Full-Time, one position only)

**DEPARTMENT:****DEVELOPMENT SERVICES****RESPONSIBILITIES:**

Bulletin Boards
RCMP X2
FIREHALL
ARENA OFFICE
REC CENTRE
POOL
TREATMENT PLANT
WORKSHOP
OFFICE PW 1
ANIMAL SHELTER
PAYROLL
COFFEE ROOM
IT DEPARTMENT

PLANNER II

1. Review various applications including Development Permits, Development Variance Permits, Agricultural Land Reserve Applications, Plans of Subdivision and amendments to the Zoning Bylaw and Official Community Plan, as required;
2. Serve as a member of planning or other required task forces, as required;
3. Provide information, explain policy, and interpret bylaws to builders, developers, government agencies, consultants, and the public;
4. Liaise and attend meetings with various City of Terrace departments, agencies, and other groups concerning municipal development policy and land use;
5. Undertake research and analysis for specific planning projects and the strategic planning process, prepare reports on land use, physical, social & economic issues;
6. Assist with the development of policies, bylaws and proposals affecting land use and community development;
7. Attend evening and weekend meetings as required; and
8. Other duties, as required.

PLANNER III

1. Review various applications including Development Permits, Development Variance Permits, Agricultural Land Reserve Applications, Plans of Subdivision and amendments to the Zoning Bylaw and Official Community Plan, as required;
2. Serve as a member of planning or other required task forces, as required;
3. Provide information, explain policy, and interpret bylaws to builders, developers, government agencies, consultants, and the public;
4. Liaise and attend meetings with various City of Terrace departments, agencies, and other groups concerning municipal development policy and land use;
5. Present reports and other findings to staff, Council, and the public;
6. Manage complex planning studies, development applications, and review consultant proposals;
7. Develop project budgets, oversee project tenders, and verify contract expenditures and compliance;
8. Support regional planning efforts, as required;
9. Participate in the preparation of all policies, bylaws and proposals affecting land use and community development;
10. Attend evening and weekend as required; and
11. Other duties, as required.

**MINIMUM
QUALIFICATIONS:****PLANNER II:**

1. Degree in Urban & Regional Planning (or related field) and full membership (or eligibility) with the Canadian Institute of Planners (CIP);
2. A minimum of 3 years diverse municipal or private sector work experience;
3. Good understanding of planning principles and practices;
4. In-depth knowledge of one or more planning specializations, such as economic development, transportation planning, or environmental planning;
5. Ability to work independently to prioritize and accomplish several tasks and assignments while exercising time management abilities;
6. Ability to deal effectively with co-workers and the public;
7. Computer skills including word processing and spread sheets, CAD and graphic software experience would be an asset;
8. Good written and oral communication skills; and
9. Valid Class 5 B.C. Driver's Licence.

PLANNER III:

1. Degree in Urban & Regional Planning (or related field) and full membership (or eligibility) with the Canadian Institute of Planners (CIP), Master's Degree an asset;
2. 5 to 7 years' diverse municipal or private sector related work experience;
3. Considerable knowledge of the theory, principles and techniques of the planning profession and development process;
4. In-depth knowledge of one or more planning specializations, such as economic development, transportation planning, or environmental planning;
5. Supervisory experience;
6. Ability to work independently to prioritize and accomplish several tasks and assignments while exercising time management abilities;
7. Ability to deal effectively with co-workers, project developers, contractors, and the public;
8. Computer skills including word processing and spread sheets, CAD and graphic software experience would be an asset;
9. Good written and oral communication skills; and
10. Valid Class 5 B.C. Driver's Licence.

JOB SPECIFIC TESTING MAY FORM PART OF THE INTERVIEW/SELECTION PROCESS.

RATE OF PAY:

**Planner II: \$41.45/hour
Planner III: \$46.86/hour**

HOURS OF WORK:

35 hours/week

UNION:

C.U.P.E. Local 2012

BENEFITS:

As per Collective Agreement

REPORTING TO: Planning Manager/Director of Development Services

THIS JOB POSTING WILL REMAIN OPEN UNTIL:

4:30 P.M., FRIDAY, AUGUST 28, 2026

APPLICATIONS MUST BE FORWARDED TO HUMAN RESOURCES MANAGER AT HR@TERRACE.CA, NOT LATER THAN THE ABOVE DATE AND TIME.

POSTING DATE: August 14, 2026

Distributed: Personnel File/C.U.P.E. Local 2012/**ADA-06-2507**