

Posting No. 80-2026

J O B P O S T I N G



JOB TITLE:

PLANNER I

(Full-time – Temporary Term)
(Up to December 31, 2027)

DEPARTMENT:

Development Services

DUTIES:

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

1. Provide technical assistance and information to staff and the public including front counter interaction and answering public inquiries;
2. Confirm zoning and Official Community Plan land use designations;
3. Prepare public information and public outreach materials;
4. Attend public meetings, assisting other planning staff as appropriate;
5. Support in the development of planning studies and reports toward the development of new and updated plans, programs and regulations;
6. Undertake research and analysis for a variety of planning projects related to daily planning operations and the strategic planning process;
7. Compile, summarize, and prepare reports;
8. Prepare background information and reports and assist with planning projects;
9. Performs routine office tasks including data entry and file management; and
10. Other duties, as required.

MINIMUM

QUALIFICATIONS:

1. Two-year diploma Planning Technologist or Degree in Urban & Regional Planning or related field;
2. Eligibility for membership with the Canadian Institute of Planners (CIP) is preferred;
3. Knowledge of planning principles and practices;
4. Ability to deal effectively with co-workers and the public;
5. Computer skills including word processing and spread sheets, CAD and graphic software experience would be an asset;
6. Good written and oral communication skills; and
7. Valid Class 5 B.C. Driver's Licence.

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

RATE OF PAY:

\$34.25/Hour

HOURS OF WORK:

35 hours/week

UNION:

C.U.P.E. Local 2012

BENEFITS:

As per Collective Agreement

REPORTING TO:

CITY PLANNER

THIS JOB POSTING WILL REMAIN OPEN UNTIL:

4:30 P.M., WEDNESDAY, OCTOBER 28, 2026

APPLICATIONS MUST BE SUBMITTED VIA THE [EMPLOYMENT OPPORTUNITIES](#) PAGE ON THE CITY OF TERRACE WEBSITE

POSTING DATE: October 20, 2026

Distributed: Personnel File/C.U.P.E. Local 2012/**ADA-06-2307**