

## EMPLOYMENT OPPORTUNITY

### Planner

Temporary Full-Time / External  
Development & Emergency Services – Long  
Range Planning  
Competition No.: 2025-1022



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

### SKILLS & ABILITIES

- Extensive knowledge of and ability to interpret bylaws and provincial/federal legislation including the *Local Government Act*.
- Working knowledge of site design and mapping.
- Report creation and bylaw writing and administrative skills

### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1022 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on February 21, 2025.**

*Date Posted: February 7, 2025.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

### ABOUT THE ROLE

The Regional District of Nanaimo (RDN) has an employment opportunity for a temporary full-time Planner, with a specific focus on housing, in the Long Range Planning department for a one (1) year term.

The Planner contributes to the effective operation of the Long Range Planning department through research and the managing of long range planning projects, developing RDN housing-related planning policy and representing the RDN in a variety of public forums. The Planner provides direction and support to the Planning department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

### QUALIFICATIONS

Qualifications include an undergraduate degree specializing in land development/planning or related field, plus 6 years prior job-related experience or a master's degree in planning with 3 years experience in a professional planning position. Candidates must be eligible for membership in PIBC. A valid Class 5 BC Drivers Licence is required. An equivalent combination of training and experience may be considered.

### POSITION DETAILS

This is a temporary full-time Union position working 35 hours per week for one (1) year, with the possibility of ending early or of extension based on the operational needs of the department. The (2024) rate of pay is \$43.90 to \$46.21 per hour plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

*A criminal record check including a vulnerable sector check is a condition of employment with the Regional District of Nanaimo.*

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**Planner**  
**Development and Emergency Services**  
Pay Band 15

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**Job Summary**

The Planner contributes to the effective operation of the Planning Department through the managing of current and long-range planning projects, developing RDN planning policy and representing the RDN in a variety of public forums. This position provides direction and support to the Planning Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

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**Primary Duties and Responsibilities**

- Delegates and reviews work of Planning Assistant, and support staff; provides assistance with respect to legislation, bylaws, historical information and procedures.
  - Oversees the issuance of development permits and ensures adequate bonding/security provisions are provided, including cash-in-lieu of parkland provisions.
  - Provides guidance and direction to the Planning Staff on specific projects as assigned by the Manager of Planning.
  - Communicates with the public, colleagues, interest groups and Board members concerning applications and projects; provides general information and interpretations of RDN policies, bylaws and regulations.
  - Represents the District at Public Meetings and conveys administrative policy; acts as recording secretary at public meetings as required.
  - Analyzes, assesses, formulates and coordinates Official Community Plan policies.
  - Coordinates all phases of departmental planning projects including work with planning consultants, and assists in the selection and administration of contracts.
  - Prepares written reports on a variety of planning matters, including policy formation.
  - Attends Development Service Committee (D.S.C.) meetings, as required.
  - Prepares and administers referrals to other government agencies.
  - Processes current planning applications, performs field inspections and monitors the completion of terms and regulations of permits.
  - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
  - Performs other administrative duties on behalf of the Department, as required.
  - Performs other related duties, as required.
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**Job Qualifications**

**Education/Experience**

- Undergraduate degree specializing in land development/planning or related field, plus 6 years prior job-related experience  
OR
- A master's degree in planning with 3 years experience in a professional planning position.
- An equivalent combination of training and experience may be considered.
- Eligibility for membership in PIBC.

**Skills/Abilities**

- Possession of a valid Class 5 BC Drivers Licence.
- Proficient in word processing, spreadsheet and a variety of computer applications.

## Job Description

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- Extensive knowledge of and ability to interpret bylaws and provincial/federal legislation including the *Local Government Act*.
  - Understanding of professional responsibility and conduct.
  - Working knowledge of site design and mapping.
  - Report creation and bylaw writing and administrative skills
  - Strong interpersonal communication, conflict resolution and public speaking skills, including an ability to facilitate and negotiate between parties on behalf of the Regional District.
  - Sound judgement and quick interpretation and analysis required when addressing issues and conversing with the public, politicians and staff from the RDN and other jurisdictions.
  - Sound knowledge of planning theory, market trends, development practices, social and housing trends.
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### Reporting Relationship

**Reports to:** Manager, Long Range Planning, Energy & Sustainability