

EMPLOYMENT OPPORTUNITY

Planner

Temporary Full-Time | Internal
Current Planning
Competition No.: 2025-1074



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS

- Extensive knowledge of and ability to interpret bylaws and provincial/federal legislation including the Local Government Act.
- Strong interpersonal, communication, conflict resolution and public speaking skills, including an ability to negotiate between parties on behalf of the Regional District.
- Working knowledge of site design and mapping.

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1074 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on September 24, 2025.**

Date Posted: September 10, 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 is seeking a temporary full-time Planner in the Current Planning Department with Development & Emergency Services.

The Planner contributes to the effective operation of the Planning Department through the managing of current planning applications, contributing to the creation and update of RDN development bylaws and communicating to the public on a variety of planning bylaws, policies and regulations. This position provides direction and support to the Current 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 six (6) years prior job-related experience or a master's degree in planning with three (3) years experience in a professional planning position. An equivalent combination of training and experience may be considered. Candidates must be eligible for membership in PIBC. A valid Class 5 Drivers Licence is required.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position, for 12 months, with the possibility of ending early or extension based on the operational needs of the department. The (2025) rate of pay is \$45.66 to \$48.06 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 is a condition of employment with the Regional District of Nanaimo.

Planner
Development and Emergency Services
Pay Band 15

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.

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.

Job Qualifications

Education/Experience

- Undergraduate degree specializing in land development/planning or related field, plus 6 years prior job-related experience or a Masters Degree in Planning with 3 years experience in a professional planning position, or an equivalent combination of training and experience.
- 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.
- 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.

Reporting Relationship

Reports to: Manager, Current Planning