



COWICHAN VALLEY  
REGIONAL DISTRICT

## EMPLOYMENT OPPORTUNITY

**Position:** PLANNER II or III

**Division:** Development Services

**Type:** Temporary Full Time (18-month maternity coverage) – CUPE

**Application Deadline:** April 1, 2026 by 4:30 pm

**Applications:** Qualified applicants are invited to apply online at [careers-cvrd.icims.com](https://careers-cvrd.icims.com)

**Competition Number:** 26061-E

*Located on Vancouver Island just 50 km north of Victoria and 30 km south of Nanaimo, the Cowichan Valley Regional District (CVRD) is in the ancestral and unceded territories of First Nations including the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, Lyackson, Pauquachin, Ditidaht, and Pacheedaht Nations. Local First Nations Peoples have stewarded the lands, waters, plants, and animals of this region since beyond time immemorial. The CVRD provides a wide range of local government services to a population of 95,000. The picturesque Cowichan Valley offers a warm climate and numerous parks, recreational, cultural, and social opportunities such as majestic mountains, the rugged West Coast Trail, serene lakes, and one of the world's tallest free-standing timber rail trestles.*

A temporary full time Planner position (18-month maternity coverage) is available in the Land Use Services Department at the Cowichan Valley Regional District (CVRD).

### General Information

Reporting to the Manager Development Services/Community Planning/Strategic Initiatives or Planning Coordinator, the Planner supports community planning and long-term growth objectives through the provision of professional land use planning expertise. The Planner works collaboratively with staff of the Development Services, Community Planning and Strategic Initiatives Divisions, as well as other CVRD divisions and departments, external agencies and First Nations on development applications, long range planning initiatives and other matters of mutual interest. The Planner provides exemplary service to applicants, the public and elected officials, within their area of professional competency. The initial need for this position will be in the Development Services Division.

We welcome applications from candidates who meet either level of qualifications and experience as outlined below. The successful candidate(s) will be hired as a Planner II or III depending on their level of qualifications and experience.

### Qualifications

#### **Planner II / III:**

- Completion of an undergraduate degree in community/rural planning, landscape architecture, geography, natural resource management, ecology or a related field
- Completion of a master's degree in planning from a post-secondary institution accredited by the Canadian Institute of Planners is preferred
- Certificate in local government administration is preferred
- Certified member in good standing of the Canadian Institute of Planners (MCIP) (or eligible for membership) and a Registered Professional Planner (RPP) with the Planning Institute of BC (or eligible for membership); or a certified member in good standing of a foreign professional planning association which has a valid reciprocal agreement with the Canadian Institute of Planners
- Completion of International Association of Public Participation (IAP2) Foundations in Public Participation training is preferred
- A valid Class 5 BC Driver's Licence is required

**Planner III:** Project Management Professional (PMP) certification is preferred

**Planner II:** minimum of four (4) years of related experience, preferably in local government

**Planner III:** minimum of eight (8) years of related experience, preferably including a minimum of four (4) years experience working in a regional district

Completion of a master's degree may reduce the required years of related experience by one (1) year

A full job description listing all the job requirements can be viewed online at [careers-cvrd.icims.com](https://careers-cvrd.icims.com).

**Hours of Work:** Guaranteed 35 hours of work per week, Monday to Friday, 8:30 a.m. to 4:30 p.m. This position may be required to attend some evening and weekend meetings. This position is eligible for the Flex Time Program.

Where operationally appropriate and subject to change, the CVRD has a Work From Home program. This program allows staff to work remotely on a part-time basis, with the number of remote days per week determined by operational requirements, from locations that are a daily commutable distance from their work at a CVRD worksite. This position works from the CVRD's main office in Duncan, BC, and at this time, is eligible to be part of the Work From Home program, after a successful in-office training period.

**Salary:** Wage rate in 3 steps as per the Collective Agreement between the CVRD and CUPE Local 358 (per hour, **2025 rates**):

- **Planner II:** \$49.77 - \$51.23 - \$52.76
- **Planner III:** \$52.88 - \$54.47 - \$56.08

The successful applicant will be paid an additional 6% in lieu of vacation and receive benefits as per the CUPE Collective Agreement.

**To Apply:** Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated. Please include a driver's abstract with your application.

Note that testing may be required during the hiring process. Testing is based on the knowledge, skills, abilities, and qualifications outlined in the job description.

Job applicants requiring accommodation to participate in any stage of the hiring process should contact Human Resources at [hr@cvrld.bc.ca](mailto:hr@cvrld.bc.ca) to communicate their accommodation needs.

*Date posted: March 11, 2026*