



TOWN OF QUALICUM BEACH

PLANNER Term Job Competition No. 2023-09 External Posting

Join our exceptional team at the Town of Qualicum Beach! The Town is seeking applications for the position of Planner in the Planning Department on a regular full-time basis for a three-year term.

Situated on the east coast of Vancouver Island, Qualicum Beach is a charming and picturesque coastal community that provides ample opportunities for outdoor recreation, a relaxed and enjoyable lifestyle, and a moderate climate. Immerse yourself in sandy beaches, go canoeing, hiking, swimming, fishing, golfing, and explore the breathtaking natural attractions that Qualicum Beach has to offer.

We are seeking a Planner to join our award-winning team as we embark on exciting projects over the next few years, including:

- Climate Adaptation and Mitigation Initiatives
- Affordable Housing Development on Town-owned Land
- Public Square Design and Construction at the Former "Bus Garage" Property
- Skate Park Reconstruction
- Uptown Mobility Study
- Saahltam Park Design
- East Village Revitalization
- Tree Protection Bylaw
- Development Approvals Review Process

The successful candidate will:

- Provide information and assistance to the public and other Town departments on planning-related matters regarding zoning, land use and other municipal bylaws, including the interpretation of municipal bylaws and provincial planning legislation;
- Coordinate project review with other Town departments and outside agencies;
- Support the improvement of the Town's development processes and maintaining files related to Planning and Development;
- Design public engagement processes that meet the needs of the Town's residents and stakeholder groups;
- Prepare staff reports and policy recommendations to the Director of Planning and Community Development;
- Review development applications for compliance with bylaws, policies and design guidelines;
- Attend and present occasionally at Council meetings and other public and committee meetings;
- Assist in the project management of long-range planning and sustainability initiatives; and
- Other related duties as required.

Qualified candidates possess a degree from a recognized University planning program or equivalent; preference to a graduate degree and a minimum three (3) years of recent and relevant experience in the field of community planning and membership or eligibility with the Canadian Institute of Planners. An equivalent combination of education and experience may be considered.

Candidates under consideration will demonstrate:

- Experience working in a local government environment;
- Understanding of the *Local Government Act, Community Charter* and related statutes and regulations;
- Excellent interpersonal, written, and verbal communication skill with an ability to maintain and build positive internal and external working relationships; experience conducting workshops, delivering training events and giving presentations;
- Ability to plan, organize, develop, and implement projects, plans, and programs in a systematic, accurate, and timely manner;
- Knowledge and ability to deliver effective outreach programs;
- Strong organizational skills, attention to detail;
- Solid working knowledge of word processing, presentation, publishing, social media, graphic design, and spreadsheet applications;
- IAP2 Training and training in web-based communications are assets.

The terms and conditions of employment are covered by the CUPE Local 401 Collective Agreement. The rate of pay is \$42.80/hr (\$43.66/hr effective July 01, 2023) plus an excellent benefits package. Successful applicants will be expected to work 35 hours/week and occasional evenings and weekends.

If you are seeking rewarding work in one of the most desirable places to live in BC, please submit a resume and cover letter, along with copies of relevant certificates to:

Human Resources
#201 – 660 Primrose Street, P.O. Box 130
Qualicum Beach, BC V9K 1S7
Email: careers@qualicumbeach.com

Posting No. 2023-09 | Deadline for applications is April 24, 2023

We thank all applicants for their interest; however, only those selected for an interview will be contacted.