



## **Come for the Outdoor Adventure and Stay for the Job!**

The Regional District of Kitimat-Stikine is pleased to announce they are searching for a permanent full-time **Planner I** to join their dedicated team. This position offers a salary range of \$60,114.60 to \$ 69,014.40 depending on experience, a pension, and a full range of benefits.

If awe-inspiring, natural scenery and breathtaking views is what you crave, then the Regional District of Kitimat-Stikine (RDKS) is your place. This area is renowned for its world-class fishing and outdoor adventure opportunities, including a ski hill, sledding, skating, heli-skiing, an 18-hole golf course, hiking, and mountain biking trails. The area offers quality advanced education opportunities with both Coast Mountain College and a University of Northern BC satellite campus. There is also a well-developed arts and cultural community, recreation facilities and a library. Terrace, where the role is located, is the regional retail and service hub for the northwestern portion of British Columbia. The opportunity for adventure is endless in any season. The Kitimat-Stikine region is the traditional homeland of the Tahltan, Nisga'a, Gitksan, Wet'suwet'en, Heiltsuk, Tsimshian, and Haisla Nations. Spanning a geographic area of 110,000km<sup>2</sup> the RDKS is home to almost 40,000 people and includes the five incorporated municipalities of Terrace, Kitimat, Stewart, District of New Hazelton, and the Village of Hazelton.

### **Purpose Statement:**

The Planner I position performs a variety of administrative and professional duties in support of current and long-range planning. The Planner I responds to public enquiries, reviews minor land use and development applications, conducts planning research, assists with public consultation, and provides other support as needed within the Development Services Department

### **Direct Reports:**

None.

### **Major Duties and Responsibilities:**

- Provide technical assistance and information to the public via front counter inquiries, telephone, and e-mail.
- Process minor crown land referrals and land use permits such as building declaration and siting approval permits, development variance permits, development permits and temporary use permits.
- Conduct research and compile data in support of long-range planning initiatives such as zoning bylaw and official community plan updates and active transportation projects.
- Provide administrative support to the department including but not limited to records management, development procedures, communications, and related.
- Compile, summarize and prepare reports.
- Prepare public information and public outreach materials.



- Prepare minutes for the Advisory Planning Commission (APC) and department meetings.
- Maintain necessary filing systems for ease of storage and retrieval, consistent with the needs of the department and as authorized by the Director.
- Conduct site visits as needed to review compliance with zoning and other department bylaws.

#### **Working with others:**

- Assisting other Department or Regional District staff as necessary.

#### **Skills and Abilities:**

- Strong written and verbal communication skills.
- Ability to deal effectively and politely with co-workers and the public.
- Ability to adapt to frequent interruptions and adjust task priorities as needed.
- Scheduling and time management competency.
- Proficiency in Microsoft Office, including Outlook, Word, Excel, Teams, and PowerPoint.
- Working knowledge of Adobe Creative Suite and mapping software (ArcGIS or similar) would be an asset.

#### **Specific Training and Experience**

- University degree in planning or related field.
- Demonstrated understanding of provincial planning legislation and related statutes.
- New graduates from an undergraduate or graduate program accredited by the Professional Standards Board (PSB) encouraged to apply.

#### **Work Environment:**

- The position is based in Terrace, BC at the Regional District main office.
- No adverse working conditions as this position is primarily in an office environment.
- Duties entail site visits, including travel to communities and Electoral Areas within the Regional District.

#### **Physical, Mental and Visual Demands**

- Full time workload of 35 hours a week, plus occasional overtime for community engagement events and evening meetings.
- Site visits may extend beyond work hours.
- Meetings and workshops may require out-of-town travel given the Regional District's geographical area.
- Intense visual/listening concentration and note-taking frequently required.



Regional District of  
**Kitimat-Stikine**

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Terrace, B.C. V8G 4E1  
Tel 250-615-6100  
Fax 250-635-9222

**Required Licenses/Certifications**

- Eligibility for membership with the Canadian Institute of Planners (CIP) and the Planning Institute of BC (PIBC).
- A current and valid BC Driver's License.

Please submit your cover letter, resume and references by mail or email to the Regional District of Kitimat-Stikine by 9:00 a.m. by Wednesday, March 20, 2024. We appreciate your interest when applying and advise that only candidates under active consideration will be contacted.

Director of Administration/Human Resources  
Regional District of Kitimat-Stikine  
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