

## **DEVELOPMENT PLANNING COORDINATOR**

(Full Time)

The Municipality of North Cowichan (population 31,990) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End are home to a multitude of artistic, cultural, and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay, and benefits.

The Municipality of North Cowichan invites applications from candidates with the proven qualifications, skills and abilities for the position of Development Planning Coordinator on a full-time basis. The Municipality is seeking a forward-thinking, highly motivated, and creative individual who is passionate about development planning to join our busy Planning and Building Department team.


Reporting to the Manager of Development Planning, this is an exciting professional opportunity for a seasoned professional planner who has strong technical and communications skills (both oral and written), an ability to see the big picture and “think on their feet”, a flexible attitude and ability to adjust to shifting expectations on short notice, and a strong desire to coordinate the collaborative work of often divergent and unique perspectives and opinions. The Development Planning Coordinator must be able to work well in a team environment and be able to build and maintain relationships with internal and external stakeholders. Other requirements include the ability to manage complex land use and development applications and to prepare and present reports with a high level of professionalism and attention to detail.

This position will be responsible for the overall coordination of all planning applications. Specific duties will include file management, coordination of referrals, and drafting and presenting reports for committees and Council. You will assign tasks and supervise the work of professional, technical, and clerical staff and will also provide professional planning advice and recommendations to the Director, CAO, council, and municipal committees as requested by the Manager. The ideal candidate is a keen professional who wishes to maintain hands-on involvement with file and application management, while also participating in and contributing to broader management functions and objectives.

### Required Skills, Qualifications and Abilities:

1. An accredited degree in planning (urban, regional, community, natural resource/environmental), preferably at the graduate level, or an equivalent combination of skills and experience with a related undergraduate degree.
2. Membership or eligibility for membership in PIBC and/or the Canadian Institute of Planners is required.
3. Minimum of seven (7) years relevant development planning experience in a local government environment, including experience processing all types of land use, development, and subdivision applications.
4. Sound knowledge of the principles and practices of municipal planning in British Columbia, including applicable planning legislation and processes related to Official Community Plans, Comprehensive Development Plans, Zoning Bylaws and Development Permit Guidelines. Specific knowledge in the areas of urban design, environmental management, agricultural planning, and land use management is preferred.
5. An ability to communicate in a clear, concise, and considerate manner (e.g. emails and other correspondence to

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the public, committee and Council reports, reports to internal and external departments, answering enquiries, and presenting planning reports).

6. Supervisory experience will be considered an asset.
7. Experience using geographic information systems will be considered an asset.
8. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
9. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a police information check.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

**To Apply:**

Visit the Municipality of North Cowichan Career Portal at [www.northcowichan.ca/jobs](http://www.northcowichan.ca/jobs) to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

**Application Deadline:**

4:30 p.m. Thursday, June 11, 2026

