



OPPORTUNITY
PROFILE

PLANNER I / PLANNER II

www.portalberni.ca



THE ORGANIZATION: CITY OF PORT ALBERNI

At the heart of the west coast, where the forest meets the sea, is the vibrant waterfront community of Port Alberni. Surrounded by glacial peaks and nestled along a 48-kilometre saltwater inlet that opens to the Pacific Ocean, Port Alberni offers residents the best of West Coast living in a setting that is both breathtaking and accessible.

Home to nearly 20,000 people, Port Alberni is located within the traditional unceded territories of the Tseshaht and Hupačasath First Nations. These relationships are foundational to the City's identity, and reconciliation remains a central part of our planning and decision-making.

Port Alberni combines small-town warmth with big-city amenities. We are proud to offer a deep sea port, a modern hospital, a state-of-the-art high school, and more recreational facilities than many larger centres. From skating rinks and scenic trails to soccer fields and bike parks, our community is built for active, healthy lifestyles across all generations.

Our waterfront is a hub of activity and a source of pride. The Harbour Quay, waterfront pathways, and working marinas offer space to gather, explore, and celebrate. Local shops, cafes, and weekly markets add charm and character, creating a strong sense of community connection.

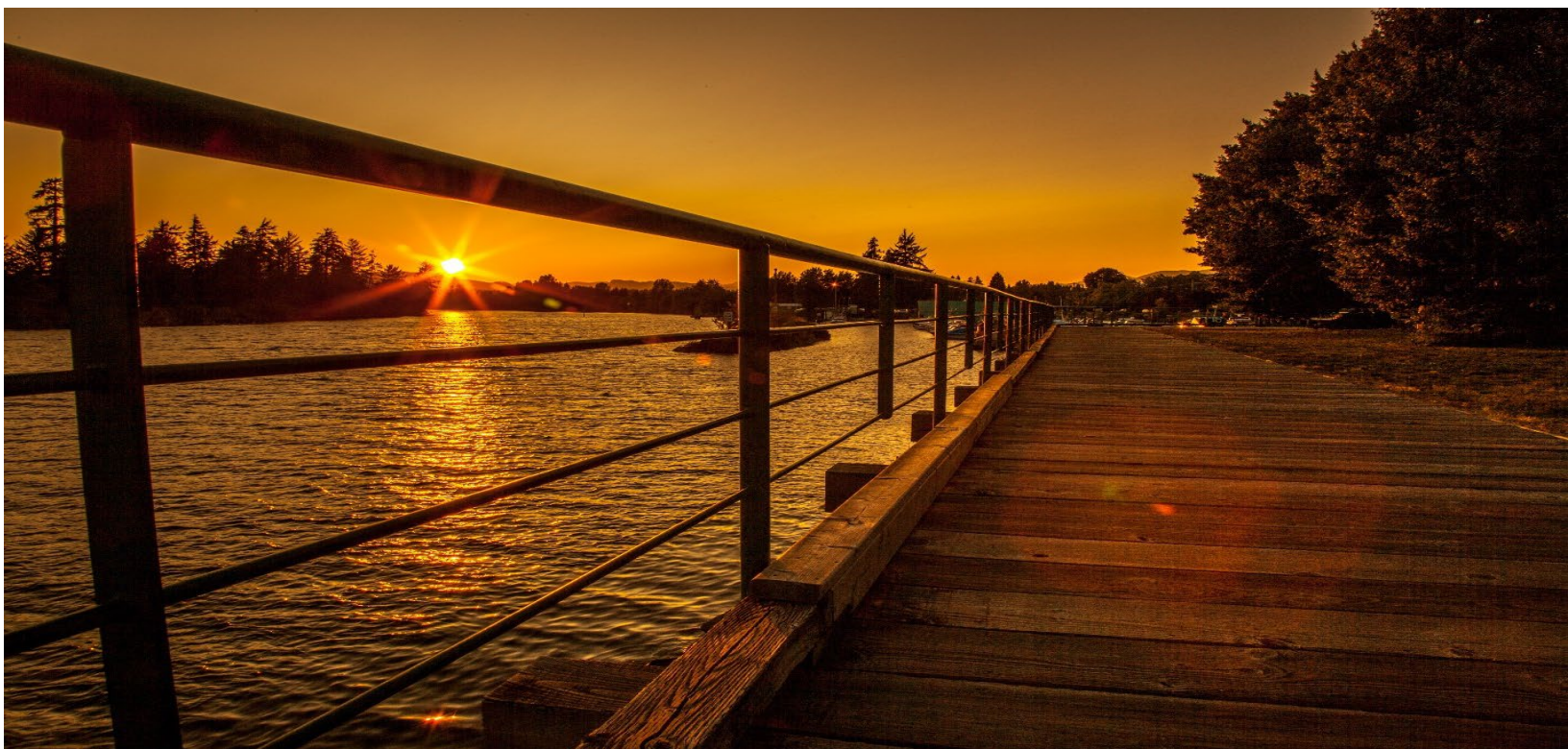
As we continue to grow, Port Alberni is embracing new economic opportunities while honouring its roots. Forestry and related manufacturing remain key industries, but we are diversifying—welcoming innovation in tourism, marine and aerospace sectors, the arts, clean technologies, and value-added food processing. Our position as a leader in the fish and seafood industry, strengthened by partnerships with First Nations and rural communities, supports a sustainable, forward-looking economy.

Port Alberni offers affordability, opportunity, and quality of life. Here, nature is at your doorstep, and community is just around the corner. Whether you're drawn by the ocean, the mountains, or the promise of a close-knit and growing city, Port Alberni is ready for you.



THE OPPORTUNITY: PLANNER I or PLANNER II

The City is seeking a Planner I or Planner II to join the City's Planning Department. Reporting to the Manager of Planning, the successful applicant will perform a variety of professional planning duties. These duties will include (depending on position) processing land use and development applications; preparing reports, permits and bylaws; responding to planning inquiries; assisting with policy development and coordinating public consultation; administering the City's OCP Bylaw, Zoning Bylaw and Development Permit Area guidelines.



ILLUSTRATIVE EXAMPLES OF WORK:

Planner I:

- Reviews development and land use applications including OCP and Zoning Bylaw amendments, development variance permits, subdivisions, and development permits
- Supports implementation of the City's Official Community Plan
- Provides general and technical information, advice and assistance to other departments, applicants, external stakeholders, government agencies, elected officials and the general public regarding development and land use issues
- Supports applicants in understanding City processes and submitting applications
- Assists with community planning studies and amendments to development bylaws and policies
- Prepares graphics and other material for presentation at meetings such as public hearings and public information meetings, and participates in such meetings
- Presents development applications to Council and other committees as required

Planner II:

- Reviews development and land use applications including OCP and Zoning Bylaw amendments, development variance permits, subdivisions, and development permits
- Supports implementation of the City's Official Community Plan
- Researches and drafts amendments to development bylaws and policies, and follow-up of special projects as required
- Prepares comprehensive planning reports, recommendations and policy proposals for submission to managers, Council and various committees
- Presents development applications and planning projects to Council and committees as required
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies, elected officials, and the general public in a manner that is tactful, clear, concise and professional
- Conducts and facilitates public engagement using a variety of forums and methods





THE DETAILS:

The wage rate for the Planner I position is \$46.00 per hour, and for the Planner II position is \$51.00 per hour, with a comprehensive benefits package including Municipal Pension Plan.

In addition, this position works a flex day schedule.

REQUIRED QUALIFICATIONS and EXPERIENCE:

Planner I:

- A bachelor's degree in Community, Urban or Regional Planning, Geography or an equivalent discipline related to Planning
- A minimum of one year of related planning experience in a municipal setting
- Membership or eligibility for membership in the Canadian Institute of Planners (CIP) and the Planning Institute of BC (PIBC)
- Sound knowledge of site planning, urban design, and community planning practices as well as planning legislation and applicable bylaws
- Considerable experience and skill using Microsoft 365 software. Knowledge of Adobe Creative Cloud graphic design applications, ArcGIS and SketchUp is considered an asset.
- Excellent report writing, research, analytical, problem-solving and presentation skills
- Excellent interpersonal, communication, customer service and organizational skills
- Possession of a valid Class 5 BC Driver's License

Planner II:

In addition to the above qualifications and experience:

- A minimum of four years of experience in community or regional planning, with experience at the local government level
- Sound knowledge of subdivision control provisions and requirements

TO APPLY:

Qualified candidates may apply by forwarding a resume and cover letter to:
humanresources_resumes@portalberni.ca.

For additional information, including a full job description please go to: portalberni.ca/employment-opportunities.

This position will remain open until filled.



Job Description – PLANNER I

1. Nature and Scope of Work

Reporting to the Manager of Planning, the incumbent is responsible for undertaking a wide variety of planning assignments including processing development and land use applications including Zoning Bylaw amendments, development permits and development variance permits.

This position will support the administration of the City's Zoning Bylaw and Development Permit Area guidelines as well as other related land use bylaws. The incumbent will ensure that development applications meet applicable City bylaws, pertinent statutes and current municipal planning goals and objectives.

The incumbent works closely with the public, stakeholders, developers, external agencies and other departments to provide support on planning and development issues. Considerable independent judgment and action is exercised within established guidelines. When appropriate, complex problems and matters are referred to the Manager of Planning.

2. Illustrative Examples of Work

- Reviews development and land use applications including OCP and Zoning Bylaw amendments, development variance permits, subdivisions and development permits
- Reviews applications for completeness and adherence to Provincial legislation, as well as municipal policies and standards
- Supports implementation of the City's Official Community Plan
- Provides general and technical information, advice and assistance to other departments, applicants, external stakeholders, government agencies, elected officials and the general public regarding development and land use issues
- Supports applicants in understanding City processes and submitting applications
- Assists with community planning studies and amendments to development bylaws and policies.
- Prepares graphics and other material for presentation at meetings such as public hearings and public information meetings, and participates in such meetings
- Prepares and maintains records, statistics, reports, correspondence, including word processing and data entry into the municipal database
- Responds to internal and external inquiries in a manner that is tactful, clear, concise and professional
- Attends Advisory Planning Commission meetings and supports the Commission as required; participates in other committees as required

- Prepares recommendations on approval or amendment of development related bylaws, policies and procedures
- Presents development applications to Council and other committees as required
- Liaises with other government agencies where necessary
- Performs related work as required

3. **Knowledge, Skills and Abilities**

- Sound knowledge of site planning, land use and community planning theories, principles and practices
- Sound knowledge of the philosophies, principles, and practices of municipal planning as well as thorough knowledge of the Community Charter, the Local Government Act, and other provincial policies and regulations relating to planning
- Sound knowledge of the City's bylaws, policies and procedures as they pertain to development and land use applications; ability to interpret and apply these as required
- Ability to understand and interpret design drawings
- Ability to interpret and apply design guidelines.
- Ability to collect, analyze, assemble, interpret and present data related to land development proposals
- Considerable knowledge and skill using Microsoft 365 software (Teams, Outlook, Word, Excel, PowerPoint).
- Knowledge of Adobe Creative Cloud graphic design applications and ArcGIS is considered an asset.
- Excellent customer service skills
- Strong analytical, problem solving and decision-making skills.
- Strong research and organizational skills
- Excellent verbal and written communication skills including excellent report writing skills
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to communicate complex information to community members who may not be familiar with the topic.
- Ability to represent the City in a professional manner with other agencies, the business and development community, and the public.
- Ability to work well with minimal supervision in a team environment.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to consistently deliver work with a high degree of accuracy, quality, and attention to detail

4. **Training and Experience**

- Completion of a bachelor's degree in Community, Urban or Regional Planning, Geography, or an equivalent discipline related to Planning.

- A minimum of one (1) year of experience in community or regional planning.
- Previous experience planning at the local government level.

5. **Licenses, Certificates and Registrations**

- Eligibility or membership in the Canadian Institute of Planners (CIP) and Planning Institute of B.C. (PIBC)
- Possession of a valid Class 5 BC Driver's License

Job Description – PLANNER II

1. Nature and Scope of Work

Reporting to the Manager of Planning, the Planner II performs a wide range of professional planning duties. The position involves specialized knowledge and the application of community planning, land use, and urban design principles to regulate development within the City. The work involves reviewing land use applications and providing recommendations for approval.

This position will administer the City's OCP and Zoning Bylaw as well as other related land use bylaws. The incumbent will review land use applications ensuring that developments meet applicable City bylaws, pertinent statutes, and municipal planning goals and objectives. Additionally, they will assess the impact of development as it relates to existing bylaws and policies and draft amendments as required. The position works closely with the public, stakeholders, developers, external agencies and other departments to provide support on planning and development issues.

The incumbent is an excellent communicator who exercises considerable independent judgment in planning and carrying out assignments, requiring the ability to meet deadlines and set priorities, and implement sound administrative and professional practices. When appropriate, complex problems and matters are referred to the Manager of Planning.

2. Illustrative Examples of Work

- Reviews development and land use applications including OCP and Zoning Bylaw amendments, development variance permits, subdivisions, and development permits.
- Reviews applications for completeness and adherence to Provincial legislation, as well as municipal policies and standards.
- Supports implementation of the City's Official Community Plan.
- Provides general and technical information, advice and assistance to other departments, applicants, external stakeholders, government agencies, elected officials and the general public regarding development and land use issues.
- Supports applicants in understanding City processes and submitting applications.
- Researches and drafts amendments to development bylaws and policies, and follow-up of special projects as required.
- Prepares comprehensive planning reports, recommendations and policy proposals for submission to managers, Council and various committees.
- Prepares graphics and other material for presentation at meetings such as public hearings and public information meetings.
- Presents development applications and planning projects to Council and committees as required.

- Drafts bylaws, amendments and consolidations to address the changing needs of the City.
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies, elected officials, and the general public in a manner that is tactful, clear, concise and professional.
- Conducts and facilitates public engagement using a variety of forums and methods.
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise and receive public input.
- Prepares and maintains records, statistics, reports and correspondence, including word processing and data entry into the municipal database.
- Responds to internal and external inquiries in a manner that is tactful, clear, concise and professional.
- Assists with training of other staff as required.
- Performs related work as required.

3. **Knowledge, Skills and Abilities**

- Sound knowledge of site planning, land use and community planning theories, principles and practices
- Sound knowledge of the practices of municipal planning and thorough knowledge of the Community Charter, Local Government Act, and other provincial policies and regulations relating to planning
- Sound knowledge of the City's bylaws, policies and procedures as they pertain to development and land use applications; ability to interpret and apply these as required
- Considerable experience reviewing land use applications, supporting advisory committees, and writing and editing professional reports.
- Considerable experience preparing OCP and Zoning bylaw amendments, plans, policies.
- Experience in environmental planning, riparian area management, and urban design is considered an asset.
- Considerable knowledge of and skill using Microsoft 365 software (Outlook, Word, Excel, PowerPoint).
- Knowledge of Adobe Creative Cloud graphic design applications, ArcGIS, and SketchUp is considered an asset.
- Excellent verbal and written communication skills including writing and editing professional reports.
- Strong analytical, problem solving and decision-making skills.
- Strong research and organizational skills.
- Excellent organizational, time management and project management skills.
- Ability to review and process complex land use applications (e.g., OCP and Zoning Bylaw amendments, development permits, development variance permits, subdivisions)
- Ability to understand and interpret design drawings
- Ability to interpret and apply design guidelines.
- Ability to assess the impact of development policies upon the City, relate proposed policies and plans to existing bylaws, and draft amendments to the bylaws suitable to the needs of the community as established by Council.

- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to communicate complex information to community members who may not be familiar with the topic.
- Ability to represent the City in a professional manner with other agencies, the business and development community, and the public.
- Ability to work well with minimal supervision in a team environment.
- Ability to facilitate public meetings and make presentations to Council on land use applications.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to consistently deliver work with a high degree of accuracy, quality, and attention to detail

4. **Training and Experience**

- Completion of a bachelor's degree in Community or Regional Planning, Geography, or an equivalent discipline related to Planning.
- A minimum of four (4) years of experience in community or regional planning.
- Previous experience planning at the local government level.

5. **Licenses, Certificates and Registrations**

- Eligibility or membership in the Canadian Institute of Planners (CIP) and Planning Institute of B.C. (PIBC)
- Possession of a valid Class 5 BC Driver's License