

The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Development Services Department.

TEMPORARY PART TIME
PLANNER
(1 position)
Internal/External Competition #2026-38

Department:	Development Services
Duties: & Required Qualifications:	See attached Job Description
Rate of Pay:	Band 15 - \$42.15 per hour plus \$2.00 per hour Re: LOU - Market Stipend during the term of this Collective Agreement.
Hours of Work:	21 hours per week until approximately June 2028
Conditions of Employment:	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Director of Development Services

This job posting will remain open until 4:00 PM November 12, 2026. For further information please contact Iain Bourhill, Director of Development Services at 250.245.6405: ibourhill@ladysmith.ca

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a WORD or PDF format:

Trish McConnell, Manager of Human Resources
City Hall, 410 Esplanade
Ladysmith, BC V9G 1A2
Email: careers@ladysmith.ca; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.



TITLE: PLANNER
DEPARTMENT: PLANNING
DIVISION: DEVELOPMENT SERVICES
CATEGORY: UNION CUPE LOCAL 401
BAND: 15

GENERAL ACCOUNTABILITY

Reporting to the Senior Planner / Development Approvals Supervisor, the Planner contributes to the effective operation of the Department by playing an integral role in the review and processing of planning applications, assisting in the development of planning policies, guidelines and regulations related to urban design, heritage and sustainable community development.

PRIMARY DUTIES AND ACCOUNTABILITIES

Community Planning/Community Resilience

- Works as part of a team in the preparation of new and the review of existing Official Community Plan(s), Development Permit Area Guidelines and the Zoning Bylaw, including community consultation processes;
- Assists with the development and preparation of bylaws, policies, guidelines and procedures;
- Conducts research projects and prepares clear, concise reports;
- Works with other Town staff in the design of great urban and public spaces;
- Works with building owners to facilitate heritage revitalization; and
- Supports sustainable community development/resilience programs, initiatives and incentives.

Current Planning

- Primary point of contact for general inquiries about the Town's land use regulations and development application requirements;
- Provides customer solution-oriented assistance in response to inquiries from the public, developers, applicants, consultants or other government agencies;
- Processes and reviews applications of all types. Serves as the staff liaison and provides advice and application referrals to Council advisory bodies and commissions;
- Prepares reports for the Director;
- Works with the Town's mapping services to maintain up-to-date Official Community Plan, Local Area Plan and Zoning Bylaw map schedules; and
- Participates in a cross-departmental Development Approvals team.

Other

- Prepares and delivers reports and presentations to Council and senior leadership;
- Provides graphic design services for the Department;
- Prepares and maintains departmental records, files, reports, data, correspondence, notices and documentation as required;
- Prepares and evaluates RFPs and coordinates, assigns, and reviews the work of consultants as required;
- Under the direction of the Director submits detailed budget information for review and approval;

- Maintains the heritage portal on the Town's website;
- Provides back-up for other Department staff, as required;
- Performs other duties, as assigned;
- Responsible for compliance with safe work practices and safety guidelines, as established by the Town and WorkSafe BC;
 - Serves as staff liaison to various committees and task forces; and
- Some night meetings required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. A degree from a recognized University planning program or equivalent; preference to a graduate degree and a minimum five (5) years' recent and relevant experience in the field of community planning. An equivalent combination of education and experience may be considered.
2. Experience working in a local government environment and conversant with the Local Government Act, Community Charter and related statutes and regulations.
3. Demonstrated understanding of:
 - human settlement in community, regional and provincial settings;
 - planning theories, principles and practices;
 - the political, legal and institutional contexts of the realm of planning practice;
 - the various approaches and instruments used in small and large scale plan making and policy development, visions and outcomes; strategic information gathering and analysis; and obtaining input and approvals;
 - decision making and risk management with respect to planning and policy implementation;
 - basic practices of project management and is able to apply those techniques and tools to support projects and complete projects based on desired outcomes and targets; and
 - emerging trends and issues that relate to planning and undertakes continuous professional learning.
4. Understands and able to evaluate critically policy formulation, evaluation, and tools and strategies for implementation; and to assess environmental and sustainable development issues; community diversity and inclusiveness; integration of related disciplines, finance and the economics of development.
5. Well-versed in research techniques with excellent analytical skills; ability to access and use information and statistics; excellent report writing skills and ability to communicate complex information in plain language.
6. Membership or eligibility for membership in the Planning Institute of BC.
7. Possession of a valid Class 5 BC Driver's License.
8. Ability to review and interpret development proposals, maps, legal descriptions, rights of way, easements and covenants, technical reports.
9. Demonstrated ability to process development applications of all types independently.
10. Technically competent, proficient in MS Office programs and Adobe Creative programs; knowledge of GIS is an asset.
11. Demonstrates attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and organized fashion.
12. Demonstrated initiative without supervision or specific direction; completing tasks by removing barriers and locating necessary resources.
13. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.

14. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
15. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
16. Demonstrates valuing diversity.