



# PERMANENT FULL-TIME PLANNER I

(Competition 25-117)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Planner I. Under the direction of the applicable Planning and Development Manager, the incumbent is responsible for reviewing development applications to ensure compliance with applicable City bylaws, policies and guidelines, and relevant statutory requirements. The Planner I coordinates referrals, assists in preparing and administering legal documents, and facilitates public hearings and engagement processes, while supporting the delivery of department services in a timely, professional and customer-focused manner.

## Qualifications

Applicants must have a degree in urban planning, geography, architecture, landscape architecture or related discipline from a recognized educational institution, as well as a minimum of 2 years' experience in municipal planning, including responding to planning information requests, independently reviewing planning applications and/or policy development, and ensuring statutory procedural compliance. An equivalent combination of education and experience may be considered. Eligibility for membership in the Canadian Institute of Planners and/or Planning Institute of British Columbia is required, as well as possession of a valid Class 5 BC Driver's License.

## Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week, and subject to Article 1(d) - Probationary Period as set out in the Union Collective Agreement. The hourly wage is \$45.56, increasing to \$47.96 after 60 working days (Jan 2025 Rates). The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 25-117 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

# Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

## Posting Date

Friday, October 3, 2025

## Application Deadline

Friday, October 24, 2025  
4:30 p.m.

## Contact Information

Human Resources  
City of Nanaimo  
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Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406