

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District of North Vancouver is inspired by nature, and enriched by people. Recognized as one of BC's Top Employers for six years, the District offers professional development opportunities, a competitive total compensation package, a nine-day fortnight, and hybrid work arrangements.

This is an exciting time to join us as we transform digital service delivery, reimagine the customer experience, and advance bold climate action initiatives. Known for our flexible, family-friendly policies and inclusive workplace culture, the District is an exceptional place to build a meaningful career

About the Role

Our Development Planning Department has a temporary full-time opportunity for a Planning Assistant 2 to join the team. This is technical and professional planning work at an entry level that involves managing a variety of smaller development application types such as development variance permits, temporary use permits, development permits, coach houses, liquor licenses, and sign permits.

The work also includes direct interaction with the public and applicants, planning research and analysis, graphic, and technical support for departmental initiatives.

In this role you will:

- Perform a variety of technical and research tasks related to development projects including preparing development reports, permits, bylaws, and ensuring development conditions are satisfied.
- Provide advice to members of the public on development enquiries.
- Conduct research and analysis on a variety of planning related topics.
- Assist with compilation, review, and presentation of development related metrics.
- Coordinate and conduct analysis of commercial, office and residential planning and development proposals in terms of their conformance to bylaws, policies and the OCP, and assisting other members of the department with research and graphic support.
- Exercise a considerable degree of independence and initiative in carrying out assignments.
- Demonstrate care and diplomacy in providing excellent customer service.

Qualifications

Your university or technical post-secondary training in a relevant field, such as planning, geography, land economics, architecture/urban design or building and construction related professions, is complemented by some experience related to city planning, building or construction industry, local government work and customer service. You have some knowledge of applicable legislation, regulations and best practices in city planning and development application review. You are adept at using digital technologies, including the latest software and application in written language, graphics and analytics. Complementing your excellent research, analytical and communications skills, you possess diplomacy to handle conflicts, ability to think strategically, and burgeoning project management capability. Proficiency in Excel, Sketchup, and/or Adobe Design Suite are valuable assets to this position.

Details

Salary: The pay range for this unionized position is \$36.08 to \$42.45 per hour (2024 rates)

Hours of Work: 35-hour work week (Compressed work schedule available)

Term: 1 year

Apply

The District of North Vancouver is committed to creating a diverse, inclusive, and accessible work environment. If you have what we're looking for and have a passion to serve people and the community, a demonstrated understanding of safety, a commitment to supporting a healthy and safe workplace, and a willingness to take further safety training as required, we would like to hear from you. Please apply on-line at <https://careers.dnv.org> by **April 7, 2026** to be considered.

If you require accommodation, please contact Human Resources at hr@dnv.org

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.

Our Values



We respectfully acknowledge the Coast Salish peoples, specifically the x^wməθk^wəʒəm (Musqueam), Sḵwḵwú7mesh Úxwumixw (Squamish), and səliwətaʔ (Tseil-Waututh), on whose ancestral lands the District of North Vancouver is located.