



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Planner 1
Status:	Temporary Full-Time (approximately twelve months or until incumbent returns)
Work Area:	Community Development
Posting Date:	July 6, 2026
Closing Date:	July 20, 2026

GENERAL SUMMARY

Under the supervision of the Manager of Current Planning, this position is accountable for assisting in the administration and implementation of the current planning program of the District of Squamish. The Planner is an exempt employee.

KEY DUTIES & RESPONSIBILITIES

- Contributes to the success of our team, creation of our community by fostering the District of Squamish
- corporate values: Respect, Integrity, Connection and Progress. Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Responds to enquiries and correspondence from the general public, other Municipal departments, consultants, developers, agencies and other groups concerning matters of policy governing growth and development in the District of Squamish.
- Works a flexible work schedule to assure proper provision of planning services as scheduled by the Director of Community Development in consultation with the General Manager of Community Safety and Development.
- Ensures that in accordance with the *Local Government Act* and other relevant legislation, planning services are delivered and that the policies, practices, priorities and procedures specified by Council are being observed and carried out.
- Prepares and presents administrative reports, policy recommendations, records and correspondence to Council and Committees.
- Advises and consults with other Departments, community groups, property owners, associations, clubs and the public on planning matters and attends meetings as required.
- Responsible for current planning, including day to day administration of planning bylaws within the District, the processing of applications pursuant to those bylaws, the preparation of bylaw amendments, or new bylaws and any related research and report preparation.
- Carries out on-site inspections in the review of assigned projects.
- Responsible for making decisions on planning matters, with increasing independence of action and judgment exercised as the employee becomes skilled in her/his work.
- Participates in special studies and prepares policy guidelines concerning a variety of planning matters, including but not limited to the governing of land development with special attention to physical constraints and hazards, environmental sensitivity, sustainability principles and community health and livability.
- Participates in the process improvements and development of new systems, methods and procedures utilized by the Planning Department.
- Collaborates with and provides technical planning expertise to support municipal departments and functions, including building, engineering, operations and parks, bylaw services, environment, economic development and real estate.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communications skills, including the ability to clearly communicate complex issues through Council reports, presentations and multi-media.
- Ability to exercise tact, initiative and sound judgment and work with people in a professional manner.
- The ability to work in a dynamic, changing environment within defined time lines.
- Strong team work, facilitation, project scoping and time management skills.



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- Thorough knowledge of the BC *Local Government Act* and *Community Charter* as well as other relevant federal and provincial legislation relevant to community development.
- Ability to develop, implement and administer regulations, policies, procedures, bylaws for delivering the District's planning services.
- Knowledge of land use planning principles and practices.
- Ability to employ a range of engagement processes and methods to include the broad public and stakeholder groups.
- Demonstrated experience and proficiency with design review for a variety of small to medium scale development proposals.
- Familiarity with Geographic Information Systems is an asset.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- University education, preferably at the graduate level, in Planning, Environmental Planning, Geography, or a related field.
- A minimum of two years' experience in the planning field, preferably in a local government setting.
- Membership, or eligibility for membership, with the Canadian Institute of Planners.

OR

- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, fortnight schedule.

Salary: \$103,805.42 - \$114,071.89, as well as 12% in lieu of benefits and 6% in lieu of vacation

This is an exempt position and is excluded from Union membership.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-63** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.