



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
PLANNER (Temporary 12 Months)

Competition Number 2022-13

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

An employee in this classification performs professional planning work for the Planning and Building Services Department. The Planner is responsible for assisting the Director in current and long range planning processes involving the application of specialized knowledge and skills in the collection, analysis and interpretation of economic, physical, social, environmental and other data for municipal studies, programmes and projects. The work also involves the processing of development applications and administrating the Official Community Plan, Land Use Bylaw, and Development Permit Area Design Guidelines. This position will be involved in recommending land use changes and facilitating community planning processes by coordinating public meetings and receiving input on various community planning proposals and issues.

Please see the attached job description for further information on the duties and requirements of the role.

To ensure the health and safety of our workplace, all external applicants will be required to provide a confirmation of vaccination status.

The pay rate for this full-time 7 hour per day, Monday to Friday position is \$45.21 - \$48.90 (2022 rates). Interested candidates are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca by 4:00 pm on May 27, 2022.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.



Job Description Planner (Planning and Building Services Department)

General Accountability

Purpose and Scope

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Illustrative Duties

- Assist the Director of Planning and Building Services and other planning staff in the performance of their duties including administering consultant contracts, undertaking research, preparing reports, and processing applications for:
 - Official Community Plan amendments
 - Rezoning
 - Development Permits and Development Variance Permits
 - Subdivision
 - Agricultural Land Commission Approvals
- Assemble, research, analyze and interpret social, economic, physical, environmental and other data applicable to general or specialized planning programmes and initiatives of the District.
- Conduct studies, develop and prepare reports and recommendations on various projects and programs; prepare draft plans, design concepts, policies and Bylaws as required and provide advice, information and interpretations to various contacts and the public on matters related to the work
- Provide direction and strategic recommendations on long range planning matters
- Prepare research on plans and review development guidelines to reflect the District's approach to development (e.g. Official Community Plan, studies and planning initiatives)
- Prepare, interpret and administer regulatory land use, sign, and other municipal bylaws as required

- Coordinate and facilitate public participation activities to determine the public's perspective on planning proposals and initiatives
- Provide administrative and technical support to the Approving Officer pursuant to the *Land Title Act*, *Condominium Act*, *Local Government Act* and any other statutes, regulations or Bylaws as required
- Prepare draft Development Permits, Development Variance Permits and Temporary Use Permits
- Respond appropriately to public enquiries, in person, by email and by telephone on all planning related matters
- Bring to the attention of the Director of Planning and Building Services any occurrences or circumstances that may require action
- Under the Director's direction, attend public meetings, open houses, Advisory Planning Commission, Agricultural Advisory Commission, task force, advisory, council and committee meetings as required
- Follows district policies and procedures
- Perform other related duties

Knowledge, Skills and Abilities on the Job

- Excellent written and oral communication skills
- Ability to keep confidentiality and political sensitivity
- Ability to deal effectively and positively with the public, co-workers and superiors
- Ability to work independently and work well under pressure and with deadlines
- Proven skills at organizing planning projects
- Considerable knowledge of the practices, principles, techniques and methods application to municipal planning including provincial legislation
- Considerable knowledge of the polices, rules, regulations, bylaws, objectives and legislation government planning processes as administered by a municipal government
- Familiarity with ecological systems and natural processes
- Familiarity with agricultural land issues, regulations and legislation
- Familiarity with the development process and factors that affect land values
- Knowledge of heritage regulations and legislation
- Knowledge of standard research methods and techniques of current trends and developments in community planning
- Ability to perform professional planning research and apply standard statistical techniques
- Ability to prepare detailed reports and land use bylaws in draft form
- Ability to present planning information to the public in a clear and succinct manner
- Ability to deal patiently and positively with the public
- Ability to propose solutions to problems with objectivity and integrity
- Ability to interpret maps, architectural and site drawings, specifications, standards and regulations

Requirements

- Bachelors degree in Planning or equivalent related to planning and a minimum of four (4) years experience in the field of public planning, preferably municipal planning with development experience **OR** an equivalent combination of education and experience.
- Eligible for membership in the Canadian Institute of Planners (MCIP)
- A current valid class 5 BC Driver's License

Other

- Participates in Emergency Operations Center (EOC) training and EOC duties as required
- In the event of an emergency/disaster participates in emergency duties as required

Approved by CAO: _____ Date: _____

Signature of Supervisor _____ Date: _____

Classification: Pay Grade 76

Revised: