



DISTRICT OF SAANICH  
PLANNING  
CURRENT PLANNING & COMMUNITY PLANNING

**PLANNER or PLANNING ANALYST**  
**One Permanent Full Time Position - Community Planning, and**  
**One Temporary Full Time Position (Approximately 2 years) –**  
**Current Planning**

The District of Saanich is the largest municipality on beautiful Vancouver Island, blending urban and rural environment and home to approximately 124,000 citizens. Saanich is known for its progressive initiatives in the areas of Current and Community Planning and has been a climate action leader for many years. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts the best talent to provide excellent services to our community. The District offices are located next to beautiful Swan Lake Nature Sanctuary and are accessible by rapid transit and via the Galloping Goose and Lochside Regional trails.

We provide a collaborative, dynamic and progressive work environment that consistently attracts top-quality people, enables them to perform at their best and grow their skills. Our competitive wages, excellent benefits package, municipal pension plan, various flexible work arrangements, supporting and inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

We have **two** exciting full-time opportunities available to join our dynamic, award-winning Planning team to implement our Official Community Plan and contribute to Saanich's ambitious and progressive strategies.

**Community Planning**  
**Planner or Planning Analyst**  
**One Permanent Full-Time Position**

**Planner:** You will be called upon to undertake a wide variety of municipal planning work including: managing community planning projects; designing and delivering public engagement processes, implementing principles of good urban design, writing planning reports and correspondence, and undertaking research and analysis. You are team focused, working with a diverse group of professionals to implement our Official Community Plan. Requirements include a Master's Degree in Planning, five years' experience in planning (preferably municipal planning); membership in the Canadian Institute of Planners.

**Planning Analyst:** You may also be interested in gaining valuable experience and taking advantage of progression opportunities in a Planning Analyst role. Responsibilities are varied and include managing smaller scale community planning projects, conducting research and analysis, producing reports and recommendations on a variety of Planning issues, and assisting with community engagement activities. Requirements include a Master's degree in planning or related discipline, two years of Planning experience and experience with GIS and design programs.

**Current Planning  
Planner or Planning Analyst  
Temporary Full-Time Position  
(Approximately 2 years)**

**Planner:** You will undertake a wide variety of municipal planning work including managing development applications, developing and implementing principles of good urban design, writing planning reports and correspondence, planning research, Zoning Bylaw interpretation and community consultation. You will also be involved in a comprehensive review of planning documents such as centre, corridor and village plans. Requirements include a Master's Degree in Planning, five years' experience in planning (preferably municipal planning); membership in the Canadian Institute of Planners.

**Planning Analyst:** You may also be interested in gaining valuable experience and taking advantage of progression opportunities in a Planning Analyst role. Responsibilities are varied and include managing smaller scale development applications, answering development inquiries, reviewing permit drawings, conducting research and analysis, producing reports and recommendations on a variety of Planning issues, and assist with community engagement activities. Requirements include a Master's degree in planning or related discipline, two years of Planning experience and experience with GIS and design programs.

You can apply for one or for both positions. **Please indicate the positions you are applying for in your covering letter.** Candidates will be assessed based on their qualifications (including a combination of education and experience) and may be considered for either position.

If you have specific questions, you can contact Shari Holmes-Saltzman, Manager of Current Planning (email: [shari.holmes-saltzman@saanich.ca](mailto:shari.holmes-saltzman@saanich.ca) phone: 250-475-7117) or Cameron Scott, Manager of Community Planning (email: [cameron.scott@saanich.ca](mailto:cameron.scott@saanich.ca) phone: 250-475-7115).

**These are C.U.P.E. Local 2011 positions with a wage of \$54.18 per hour (Planner) or \$47.74 (Planning Analyst), an excellent benefits package and a generous pension plan.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Monday, October 9, 2023 quoting competition 23306 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2023.** 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 [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.