



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced

## **Community Planner**

### **Competition Number 2024-20**

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.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us! Click here to learn more: <https://www.centralsaanich.ca/municipal-hall/employment-bids>

#### **JOB OVERVIEW**

Reporting to the Director of Planning and Building Services, this position performs professional planning work as part of the Planning and Building Services Department. The primary responsibility is to advance District initiated community planning projects and Council's strategic plan projects and initiatives. This role involves research, analysis and policy writing in a variety of planning and municipal topic areas. The incumbent is responsible for protecting the confidentiality of planning matters and for exercising courtesy, tact, and diplomacy in their work with District staff, Council, the public and officials from other agencies. This role may support other functions of the Planning and Building Services Department including processing development applications by administering the Official Community Plan, Land Use Bylaw, and Development Permit Area Design Guidelines and providing recommendations regarding land use.

The ideal candidate will possess a Bachelors degree in Planning or related field and a minimum of four (4) years experience in the field of community planning, preferably municipal planning with development experience or an equivalent combination of education and experience. They must be eligible for membership in the Canadian Institute of Planners (MCIP) and hold a current valid Class 5 BC Driver's license (or the ability to get).

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

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**P:** +1 (250) 652-4444

**E:** resume@csaanich.ca

**W:** CentralSaanich.ca

At the District of Central Saanich we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. If you need an accommodation for any part of the hiring process, please reach out to us.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The pay rate for this 18 month term position (7 hour per day), Monday to Friday position is \$48.68 to \$52.66 (2024 rates). Interested candidates are invited to submit their resume and covering letter, quoting the competition number to [resume@csaanich.ca](mailto:resume@csaanich.ca) by 4:00 pm on July 11, 2024.

We appreciate your application and interest in working with us; however, due to the volume of applications we receive we are unable to respond to each application and only those candidates under active consideration will be contacted.



**Job Description**  
**Community Planner**  
**(Planning and Building Services Department)**  
**(Pay Grade 76)**

**General Accountability**

Reporting to the Director of Planning and Building Services, this position performs professional planning work as part of the Planning and Building Services Department. The primary responsibility is to advance District initiated community planning projects and Council's strategic plan projects and initiatives. This role involves research, analysis and policy writing in a variety of planning and municipal topic areas. The incumbent is responsible for protecting the confidentiality of planning matters and for exercising courtesy, tact, and diplomacy in their work with District staff, Council, the public and officials from other agencies. This role may support other functions of the Planning and Building Services Department including processing development applications by administering the Official Community Plan, Land Use Bylaw, and Development Permit Area Design Guidelines and providing recommendations regarding land use.

**Illustrative Duties**

- Leads and supports planning and corporate projects related to Council's Strategic Plan
- Provides expertise in the development of bylaws, policies and procedures pertaining to community planning, heritage, agriculture, parks and the environment
- Prepares, maintains and updates comprehensive planning and other municipal documents, including the Official Community Plan, Master Plans, Land Use Bylaw and other municipal bylaws and policy documents
- Researches, analyzes, and produces studies, reports, policy documents and provides recommendations related to a variety of planning and municipal issues
- Prepares reports, planning documents, community engagement strategies, and other written or oral deliverables
- Reviews, processes, and facilitates legal documents including restrictive covenants and development agreements
- Provides expertise in the development of bylaws, policies and procedures pertaining to community planning, heritage, agriculture, parks and the environment
- Works collaboratively and liaises with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, developers and the community to achieve municipal objectives
- Assists with the preparation of communication materials and the development and maintenance of the District website both specifically for projects, and for providing up-to-date information
- Attends public meetings, open houses, Advisory Planning Commission, Agricultural Advisory Commission, task force, advisory, council and committee meetings and prepares and delivers presentations to the participants and facilitates meetings and workshops

- Participates on various committees and task forces to represent the District's interest and to gather input into District projects and programs
- Coordinates and facilitates public engagement activities to inform the public and solicit feedback on District initiatives
- Provides project management oversight on projects from initiation to completion, developing associated work plans and community engagement processes, and adhering to timelines and budgets, in a variety of topic areas
- Oversees consultants and associated processes and budgets, including drafting RFP's reviewing proposals, and overseeing and approving the work and deliverables of consultants on municipal projects
- Develops and maintains an annual performance management system including baseline metrics, performance targets, and outcomes related to community planning and the environment
- Supports the review and processing of current planning applications such as Official Community Plan and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Temporary Use Permits, etc.
- Prepares, interprets and administers regulatory land use, sign, and other municipal bylaws
- Provides administrative and technical support to the Approving Officer pursuant to the *Land Title Act*, *Strata Property Act*, *Local Government Act*, and any other statutes, regulations or bylaws as required
- Responds to public needs, enquiries and complaints through written correspondence, phone conversations and in-person meetings
- Participates in emergency duties in the event of an emergency or disaster
- Follows district policies and procedures
- Performs other related duties

#### **Knowledge, Skills and Abilities on the Job**

- Excellent customer service skills with the ability to develop and maintain effective working relationships with the public, co-workers and elected officials
- Considerable knowledge of the practices, principles, techniques and methods application to municipal planning
- Considerable knowledge of the *Local Government Act*, Community Charter, and other bylaws, policies, and regulatory requirements
- Excellent interpersonal, written, and oral communication skills
- Strong commitment to teamwork
- Knowledge of current trends and standard research methods related to planning
- Knowledge of issues, regulations, and legislation for the natural environment, agricultural land, heritage, development processes, parks, economic development, and sustainability
- Ability to deal tactfully on political issues and present professional recommendations and advise for Committee and Council consideration
- Ability to work independently and work well under pressure and with deadlines
- Ability to interpret maps, architectural site drawings, specifications, standards and professional reports
- Familiarity with GIS, Microsoft Office suite, spreadsheets
- Ability to work positively toward advancing First Nations relations and awareness of federal, provincial and municipal initiatives advancing Truth and Reconciliation
- Ability to attend evening and weekend meetings, public engagement sessions etc.
- Ability to promote and contribute to a positive, diverse and inclusive team environment.

**Requirements**

- Bachelors degree in Planning or related field and a minimum of four (4) years experience in the field of community 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: _____ original signed _____	Date: _____
Signature of Director _____ original signed _____	Date: _____

Classification Pay Grade: 76

Revised: January 23, 2024