



## PLANNER (Auxiliary – 12 Months)

\$50.31 per hour (2024 rates) plus 14% in lieu of benefits

The District of North Saanich invites applications for the full-time position of Planner. Under the direction of the Manager of Planning, the Planner is responsible for technical planning work and participation in the activities of the municipal planning function. The ideal applicant will have considerable latitude for independent judgment, be self-motivated, a strong team player, be comfortable with a wide variety of duties related to the planning function, have excellent written and verbal communication skills and will be available to attend various Committee meetings, public information meetings and other events as required.

**If you have the following characteristics and qualifications, we would like to hear from you!**

A university degree (4 years) in planning or a related discipline, plus three (3) years professional experience is required, or an acceptable combination of experience, education, and training. Incumbent must be eligible for membership in the Canadian Institute of Planners.

This position is a Union position and is subject to the terms and conditions in the collective agreement between District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity is available for review in the Employment section of the North Saanich website at [www.northsaanich.ca](http://www.northsaanich.ca).

This competition will be open until filled. Interested applicants should forward their resumes and cover letters quoting competition number **24-21** to:

Rachel Dumas, Deputy CAO / Director of Corporate Services  
District of North Saanich  
1620 Mills Road  
North Saanich, B.C. V8L 5S9  
[careers@northsaanich.ca](mailto:careers@northsaanich.ca)

*The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.*



## DISTRICT OF NORTH SAANICH

**Department:** Planning and Community Services

**Position Title:** Planner

**Effective Date:** July 2022

**Revised Date:** June 2024

**Reports to:** Manager of Planning

**Positions Supervised:** N/A

### Position Summary

Under the direction of the Manager of Planning, this position involves technical planning work and participation in the activities of the municipal planning program. The employee must use initiative and judgement in carrying out the required tasks within this program. Work is reviewed through conferences with superiors, evaluation of written reports and performance in other departmental functions. The incumbent works with considerable independence, however, sensitive policy issues and issues involving challenges to the interpretation of municipal bylaws are referred to the Director for consideration and action. Work is subject to periodic check to ensure technical adequacy and sound judgment in the interpretation of the District's Official Community Plan, Zoning Bylaw and other applicable by-laws and regulations.

### Key Responsibilities

- Provides technical land use planning advice on proposed developments with developers and the public and answers general enquiries on planning, subdivision, and municipal by-laws.
- Attends Committee meetings, public information meetings and other events as directed or required.
- Evaluates development planning applications including Board of Variance, Development Variance Permits, Development Permits, Rezoning and Tree applications from a technical, legal, policy and contextual perspectives.
- Prepares correspondence and other written documentation such as reports for Council, Committees and the Board of Variance as required.
- Refers development applications to the appropriate agencies.
- Assists in the coordination and facilitation of the Development Review Process.
- Reviews construction drawings, architectural drawings, landscape plans and other graphic material for compliance with zoning and other approvals.
- Ensures that all relevant documentation pertaining to development applications is retained on the appropriate application/property file.

- Liaises with the Corporate Services Department in the preparation of reports for Council agendas including the preparation of the necessary documentation and notifications for public hearings and development proposals.
- Reviews Building Permits for compliance with the District Zoning Bylaw.
- Reviews all applications for tree permits and issues permits when deemed appropriate.
- Reviews all business licenses for compliance with Zoning Bylaw.
- Reviews subdivision plans for compliance with Zoning Bylaw.

### **Qualifications**

#### Education and Certification:

- A University degree (4 years) from a recognized institution in a related field such as planning, economics, geography, environmental science, architecture, or similar field.
- Eligibility for membership in the Canadian Institute of Planners.

#### Experience:

- Three (3) years practical experience, or
- An equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

- Knowledge of land use planning legislation in British Columbia.
- Knowledge of the principles and practices of urban and rural land use planning including planning law and land use regulation.
- Knowledge of administrative procedures within local government and of by-laws and policies related to planning, building and bylaw enforcement.
- Ability to investigate and collect data on social, economic, and physical issues and to discuss and develop policy.
- Ability to establish and maintain effective working relationships with other employees, elected officials, and the public.
- Working knowledge of personal computers and computer-based applications including word processing, graphics, databases, and application tracking systems.

### **Job Provisos**

- May be required to perform additional duties as assigned by supervisor.