SENIOR PLANNER
$51.44 - $54.65 per hour (2023 rates)

The District of North Saanich invites applications for the position of Senior Planner. Under the direction of the Director of Planning and Community Services, the Senior Planner will focus on developing and implementing planning policy. The position requires innovative thinking on complex policy issues, specifically planning policy, community resiliency and climate change. The Senior Planner position would be involved in drafting municipal policy and collaborating with other municipal departments, citizens’ groups and committees. Furthermore, there is an expectation to appear before community groups and the general public to convey information regarding the district’s planning initiatives.

The Senior Planner will also be required to advance the district’s response to climate change through policy development and implementation. This is an advanced planning position that requires a sound understanding of policy development, community sustainability and climate change.

A university degree in planning or a related discipline, plus six 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 the District of North Saanich and the Canadian Union of Public Employees Local 374.

More information on this opportunity is available on the North Saanich website at www.northsaanich.ca

Applications may be submitted by e-mail or mail before 4:00 p.m. on Friday August 18, 2023 to:

Rachel Dumas, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however only those selected for an interview will be contacted.
**Section Name:** PLANNING AND COMMUNITY SERVICES  

**Position Title:** SENIOR PLANNER  

**Effective Date:** April 2021  
**Revised Date:** July 2023  
**Reports to:** Director of Planning and Community Services  
**Supervised:** N/A  

Under the direction of the Director of Planning and Community Services, the Senior Planner will focus on developing and implementing planning policy. The position requires innovative thinking on complex policy issues, specifically planning policy, community resiliency and climate change. The Senior Planner position would draft municipal policies and collaborate with other municipal departments, commissions, and key stakeholders. The employee must use considerable initiative and judgement in carrying out the required tasks for this role and be prepared to engage community groups and the general public to convey information regarding the district's planning initiatives.  

The Senior Planner will also be required to advance the district's response to climate change through policy development and implementation. This is an advanced planning position that requires a sound understanding of policy development, community sustainability and climate change.  

**Key Responsibilities:**  

- Primarily responsible for creating and implementing municipal planning policy.  
- Assisting in developing strategies and new initiatives, as well as preparing and updating policy documents.  
- Conducting data analysis and policy review related to matters such as population and employment projections, housing, employment, marine and agriculture initiatives.  
- Administering, coordinating, and developing policy on various planning issues, including those related to regional land use planning, sustainability and climate change related matters.  
- Leading and participating in project related meetings and committees.  
- Leading and planning public consultation and engagement processes related to long-range planning, climate change and complex land-use issues and policy development.  
- Facilitating meetings, workshops, and outreach and engagement activities.  
- Researching and analyzing data, and preparing comprehensive reports, documentation, correspondence, and other materials related to the work.  
- Researching, planning, coordinating and implementing key sustainability and climate change projects and initiatives.
• Preparing and/or delivering presentations on complex and potentially politically sensitive topics.
• Liaising with various business units and external agencies and responding to inquiries.
• Preparing communications, including content for regular website and social media updates.
• Building partnerships with key partners and agencies and submitting grant applications.
• Representing the District on various committees and projects as needed.
• Assisting other staff in performing their duties; and
• Performing related duties as required.

Qualifications:

Education:

• University undergraduate degree from a recognized institution in Land Use Planning or similar field (urban planning, geography, environmental science).
• Certified member (Registered Professional Planner) or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.

Experience:

• Six (6) years of related planning experience preferably in a local government environment.
• An equivalent combination of education and experience may be considered.

Knowledge, Skills and Abilities:

• Extensive knowledge of the principles and practices of community land use planning and sustainability.
• Experience and working knowledge of administering the Agricultural Land Commission Act, Local Government Act, Community Charter, and other provincial regulatory processes related to land use and development.
• Exceptional ability to manage complex and sensitive policy projects.
• 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, key partners, stakeholders, and the public.
• Knowledge of the theory and practice of sustainability and climate change, in a municipal context.
• Knowledge of administrative procedures within local government and of bylaws and policies related to planning.

Job Provisos:

• May be required to perform additional duties as assigned by supervisor.
• May be required to attend events and Council or Committee meetings outside of regular work hours with advance notice.