



CAREER OPPORTUNITY Planner

Regular Full-Time – Pay Grade 14A (\$43.66 - \$47.26/hour – 2023 Rates)

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

This opportunity presents an exciting time to join the District's Community Building and Planning Services team as the District is updating its policies and regulations in response to community needs. The successful candidate will gain diverse planning and development experience working on development application reviews, including heritage related reviews, while also supporting the volunteer Heritage Commission and facilitating the Commission's heritage related projects. In addition, the Planner provides input on long range planning projects including the Infill Housing Strategy and other District initiatives.

The Planner role performs planning tasks under the supervision of the Deputy Director of Community Building and Planning Services. Responsibilities include processing land use applications such as rezoning development permits, and development variance permit applications, and assembling, collating, and analyzing data. Providing support for advisory bodies, community engagement and/or front counter interaction answering public enquiries is also required.

Our ideal candidate has graduated from a post-secondary institution with a degree in Planning, has a minimum of three years' experience in planning and land use, preferably in a municipal government context, plus previous experience with the use of recognized office software, including Tempest Prospero, iCompass, Microsoft Office products, Bluebeam and GIS viewers. Membership or eligibility for membership to the Canadian Institute of Planners (CIP) and a valid BC Class 5 Drivers License are also required. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment with continued career development and professional development opportunities. As an employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence by **4:30pm on March 31, 2023** with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines in greater detail the key accountabilities and required qualifications.

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*