



DISTRICT OF SAANICH  
PLANNING  
CURRENT PLANNING

## **APPROVING OFFICER / SUBDIVISION COORDINATOR**

### **Permanent Full Time**

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 are a fun group (if we do say so ourselves) and we enjoy eating cake to celebrate milestones, pickleball and dressing up for Halloween!

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.

Saanich is seeking an experienced Approving Officer / Subdivision Coordinator to join our Current Planning team. The successful candidate will be a professional who is innovative and self-motivated, with a focus on customer service. As the Approving Officer for the District of Saanich, the incumbent fulfils a quasi-judicial role required by the Local Government Act and Land Title Act, in reviewing, approving, or denying applications for subdivision. This position is responsible for coordinating the subdivision approval process including the review of subdivision drawings for compliance with municipal and provincial regulations, referral review, implementation of consultant's reports and preparing draft legal documents such as covenants. The Subdivision Coordinator also prepares reports to Council on matters relating to subdivision approval including rezoning and variances. This position requires considerable tact when communicating with the general public, developers and consultants.

Requirements include a Bachelor's Degree in Planning or a related discipline (with appropriate experience) such as geography, architecture, civil engineering or landscape architecture; six years progressive experience in the field of subdivision and planning, preferably in a municipal Planning environment; six years direct experience in a subdivision application review office working as an Approving Officer or under the supervision of an Approving Officer (Approving Officer must be appointed by the Municipal Council); and must have proven knowledge of evolving subdivision case law and the relevant Provincial statutes and regulations. Preference may be given to candidates who possess a valid Class 5 BC Driver's Licence. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week) with flex days and a possibility of a modified work schedule. Occasional work from home is available depending on work assignments.

**This is a C.U.P.E. Local 2011 position with a wage of \$57.80 per hour with 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 Wednesday, February 28, 2024, quoting competition 24027 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.

Applying from out of town? Take a look at what Saanich has to offer! [bit.ly/NaturalSaanich](https://bit.ly/NaturalSaanich)