



DIRECTOR OF PLANNING AND COMMUNITY SERVICES

\$153,007 – 175,870 annually (2026 rates)

About the District:

Nestled on the scenic Saanich Peninsula, just 25 km north of Victoria, the District of North Saanich is home to approximately 12,000 residents. Surrounded on three sides by 20 km of ocean shoreline, North Saanich offers a unique blend of rural, residential, and agricultural character. The community is also a key transportation hub as the home to the Victoria International Airport and Swartz Bay Ferry Terminal.

The Opportunity:

The District is seeking an experienced and dynamic professional to join our senior management team as **Director of Planning and Community Services**. Reporting to the Chief Administrative Officer (CAO), this pivotal role is responsible for all planning functions for the District, inspections and bylaw enforcement as well as the direction and coordination of the functions and workload within the Planning & Community Services Department.

Key Responsibilities:

- Plans, directs and coordinates the functions and workload within the Department and ensures that schedules, procedures and performance standards are developed and met.
- Ensures Departmental compliance with Council directives and policies.
- Answers a wide range of inquiries on Planning, Subdivision, Building Inspection, Bylaw Enforcement, Business Licenses, and municipal by-laws.
- Oversees and ensures maintenance of departmental files and records.
- Appointed as Municipal Approving Officer.
- Prepares reports and correspondence on Departmental matters for Council and Committees, and attends Council, Committee, public information and other meetings and events as required.
- Provides Planning and Community Service advice to Council, CAO, and senior management team.
- Administers Departmental contracts for consultant services. Director of Planning and Community Services
- Prepares capital and operating budgets and the Five-Year Financial Plan for the department.
- Works to ensure that longer term strategic goals of North Saanich are realized as part of the senior management team.
- Manages Planning and Community Services Department – Hires staff and manages their performance.
- Utilizes significant judgment, initiative and conceptual thinking in the planning, development and implementation of vital programs and policies affecting the Planning and Community Services Department.
- Performs other related duties as assigned by the CAO and may be appointed by the Chief Administrative Officer to act in that capacity when required.

Qualifications:

- Leadership and facilitation skills and training in negotiation skills and conflict resolution.
- Considerable knowledge of the administrative policies and procedures, and of by-laws related to planning, building and bylaw enforcement; principles and practices of urban and rural land use planning; planning law and land use regulation; project management and Director of Planning and Community Services contract administration; and legal and technical aspects of the subdivision process including pertinent provincial statutes such as Land Title Act, Local Government Act, Agricultural Land Commission Act, Strata Property Act and Community Charter.
- Ability to conduct or supervise independent investigations on social, economic, and physical problems.
- Ability to present conclusions and recommendations of studies and investigations clearly and concisely, orally or in writing.
- Membership in the Canadian Institute of Planners.
- A degree in planning or a related discipline, plus supplemental planning courses equal to one to two years of study.
- Master's degree in planning preferred.
- Six years experience in the field of public planning (including supervisory experience), preferably in a local government setting.

Why Work With Us?

The role of Director of Planning and Community Services offers a unique and rewarding opportunity in one of Canada's most picturesque West Coast communities. You'll be part of a high-performing team within a relaxed and supportive work environment that values work-life balance, including the benefit of a flex schedule. This is a chance to make a meaningful impact while enjoying the exceptional lifestyle that North Saanich offers.

How to Apply:

Send your resume and cover letter to Tall Cedars Search & Recruitment. A Supplementary Package can be obtained by request from the Consultant, which includes a complete job description and full details of the compensation and benefits:

Flo Follero-Pugh, Tall Cedars Search & Recruitment

flo@tallcedars.ca

www.tallcedars.ca