



TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with a population of approximately 12,000. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

COMMUNITY PLANNER

Temporary, Full-Time Position
\$51.79 - \$56.48/hour

The Town of View Royal is pleased to be seeking a qualified candidate to fill the role as Community Planner. We are looking for a Community Planner to join our dynamic, fun, friendly, and dedicated team. This position will expose you to all aspects of community planning, including current and long-range planning projects, climate action, parks planning, community engagement, and development application processes. The small team offers excellent opportunities for mentorship, professional development, and career growth. We also strongly believe in the importance of work-life balance.

Reporting directly to the Director of Development Services, the Community Planner is responsible for processing development and land use applications; preparing and presenting reports and recommendations on development applications, planning policies related to housing, climate action and parks planning, building permit issues and bylaws; reviewing plans for compliance with zoning, development permit and development variance permit requirements; assisting with grant writing; and producing and maintaining in-house publications, graphics, signs, civic addresses, and data analytics.

The ideal candidate for this position will have a comprehensive knowledge of the regulations, legislation and legal frameworks that regulate development in B.C., with the ability to read and interpret building and construction plans, excellent public presentation skills, and a practical knowledge of sustainable development principles and project management.

The following essential qualifications are required:

- A degree in Planning or a planning-related discipline (i.e., Geography, Urban Studies, etc.), preferably at the Master's level;
- At least four years of related experience, or a combination of education and experience;
- Membership or eligibility for membership in the Canadian Institute of Planners;
- A valid B.C. Driver's Licence.

All applicants are required to be fully vaccinated for COVID-19 and provide proof of vaccination as a condition of hire unless they have an approved exemption as per the Town of View Royal's COVID-19 Vaccination Policy.

This is a temporary position for approximately 12 months. Following completion of the term, the position will be reviewed for possible extension.

A detailed job description is available at www.viewroyal.ca/employment.

Applicants should submit a detailed resume, including cover letter and references, which reflects their knowledge, skills and abilities relevant to the position, no later than **4:30 p.m., February 14, 2024** to:

Human Resources
Competition #2024-01
Attn: Ms. Leanne Taylor
Director of Development Services
Town of View Royal
45 View Royal Avenue
Victoria, BC V9B 1A6
Email: hr@viewroyal.ca

Please note that only those applicants selected for an interview will be contacted.