

Job Information

Job title	Parks Development Aide		Job Code: PKSDVA	Pay Grade: H
Title of immediate supervisor	Development Review Supervisor - Parks			
Department/Division	PRCS/Parks-Community Development and Business Systems			
Prepared by	Nathalie Dechaine			
Date Created	August 1, 2025	Revised date		

Job Purpose

Supports Saanich Parks' development review staff in delivering housing while protecting natural assets. Performs a variety of accounting, record keeping, administration and technical support activities related to reviewing and processing subdivision, rezoning, development permit, building permit, tree removal permit applications and other environmental regulations. Duties include financial calculations, maintaining and tracking paper and digital records, supporting FOI requests, preparing statistical reports, correspondence and other technical documents. Provides advanced technical information, supports continuous improvement and provides clerical support as required.

Duties and Responsibilities

- Creates, tracks and processes referrals, using municipal software to support file managers in processing subdivision, rezoning, development permit, building permit, tree removal permit applications and other development related applications. This includes extracting supporting information for file managers.
- Receives, tracks, processes and reports on monies including fees, security deposits and the Urban Forest Reserve fund.
- Supports continuous improvement and efficiencies within the Division and across other departments.
- Tracks, supports and improves systems related to covenants that protect the natural environment.
- Liaises with internal and external clients, answers advanced questions regarding regulatory requirements and procedures (such as Tree Bylaw and Streamside development permits).
- Initiates, maintains and produces reports and statistics to support continual improvement and decision making.
- Aids in development review by supporting tasks, and processes where public assets are affected or impacted by development related activities as they relate to Parks, the Tree Bylaw and other environmental regulations
- Prepares correspondence, technical and legal documents and permits and maintains records.
- Supports section in record keeping and producing responsive official records (FOI requests).
- Creates, maintains, reports on records of Tree Bylaw and other regulatory infractions pertaining to the natural environment including covenant and Streamside Development Permit Area infractions and other environmental regulations and court cases.
- Creates and maintains systems to track letters of credit, development related donations and development cost charges, and provides technical information to developers/consultants on security deposits and agreement procedure requirements.
- Provides technical support to staff on the corporate development software, budget software, permit tracking software and supports and improves routine processes within the work group (including Bluebeam, JD Edwards, and various modules in Tempest).
- Receives payments and reconciles financial inputs from a variety of sources (online, in-person, cash, credit etc.)
- Maintains accounting ledgers and processes surety deposit releases upon satisfactory completion of the required works.

- Liaises with other departments and divisions to ensure consistency in development review processes and helps to provide support for continuous improvements.
- Develops and produces guidelines, information sheets and educational materials to support clients and residents in understanding Saanich's environmental requirements. Prepares financial and other reports using current corporate software applications.
- Supports Saanich Parks, the Tree Bylaw and development review during multi-disciplinary meetings and public consultation.
- Provides clerical support as required.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- One year of post-secondary courses in accounting or bookkeeping and in general office or public administration.
- Three years of related clerical or administrative support experience in an office environment, including experience in supporting bylaw enforcement or legislation administration and permit issuance including 1 year supporting programs related to the natural environment.
- An equivalent combination of education and experience may be considered.
- Proficient in keyboarding.
- Considerable experience or training in standard computer applications including word processing, spreadsheets, accounting software packages, electronic mail and internet.
- Training or experience in current corporate software applications including customized in-house databases, corporate accounting software package, and a cashier program.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.