



## JOB PROFILE

Position # 52140/98592/93660 (GAB), 36553/36544/36527/60074 (VIC), 36553 (SSI)

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| <b>TITLE:</b>            | <b>ISLAND PLANNER (PLANNING OFFICER N27)</b>               | <b>CLASSIFICATION:</b>        | (GRID 27)                                 |
| <b>MINISTRY:</b>         | ISLANDS TRUST<br>MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING | <b>WORK UNIT:</b>             | LOCAL PLANNING SERVICES                   |
| <b>SUPERVISOR TITLE:</b> | REGIONAL PLANNING MANAGER<br>(BAND 3)                      | <b>SUPERVISOR POSITION #:</b> | 36532 (GAB)<br>36529 (VIC)<br>36550 (SSI) |

### PROGRAM

Located in Coast Salish territory, the Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the Islands Trust Act, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

### JOB OVERVIEW

The Island Planner is responsible for leadership, management and implementation of all planning activities to support Local Trust Committees (LTCs) and their community boards and committees within an assigned regional area of the Islands Trust. Reporting to the Regional Planning Manager (RPM), the Island Planner draws upon their comprehensive knowledge of planning practices, planning legislation, and professional experience, and works with a high degree of independence, providing leadership for assigned projects and their timely completion. The Island Planner is also responsible for other planning related duties including: processing planning applications and referrals of varying complexity, preparing covenants and other legal documentation in consultation with Islands Trust legal advisors, and representing Islands Trust Local Planning Services at LTC meetings, with agencies and First Nations, and in other public and professional forums.

### ACCOUNTABILITIES

- Responsible for the administration of assigned LTCs including management of meetings, maintenance of LTC correspondence, communication materials and web pages, and routine liaison with trustees, agencies and First Nations, and community members;
- Develops comprehensive policy and regulatory documents such as Official Community Plans and Land Use Bylaws, involving research, facilitation of community input, reconciliation of community, agency and First Nations issues, policy analysis and development, and assessment for compliance with the Islands Trust Policy Statement;
- Drafts OCP amendments and regulatory bylaws to implement LTC policy direction;

- Processes a full range of planning applications and referrals for consideration by LTCs, including development permits, development variance permits, Official Community Plan and Land Use Bylaw amendments, and referrals from agencies including, but not limited to: Ministry of Forests, Lands and Natural Resource Operations; Agricultural Land Commission; Liquor Control Licensing Branch; Regional Districts; and the Provincial (Subdivision) Approving Officer;
- Provides advice to trustees, proponents and community members, and liaises with agencies and First Nations;
- Undertakes comprehensive and critical analysis of planning issues including evaluating impacts on environmental and socioeconomic resources; gathers stakeholder input; and works to build consensus;
- Ensures complete and accurate documentation of assigned projects and applications, and is responsible for overseeing the preparation of public hearing binders;
- Acts as principle staff during LTC meetings, community information meetings and Public Hearings;
- Chairs/participates in meetings with community groups, developers and facilitates public process for review of planning and development related matters;
- Undertakes reviews of topical policy issues related to island communities such as ecological protection, foreshore management, home occupations, short term vacation rentals, tourism and economic development, climate change, affordable housing; prepares discussion papers to assist LTC policy direction;
- Develops educational materials on behalf of LTCs and Islands Trust Local Planning Services and takes part in community programs and events to assist public understanding of Islands Trust and LTC policies and regulations;
- Undertakes administrative reviews of planning procedures including operations policy reviews to improve efficiency, and consistency of process for LTC operations;
- Acts as a resource to all LTCs for purposes of providing advice on topical policy, legislative reviews and processes;
- Undertakes interagency discussions with federal and provincial ministry staff and Trust Area Services staff on policy development affecting the Trust area;
- Develops and manages third party contracts as per Islands Trust purchasing policies;
- Acts as a principle staff liaison with Islands Trust solicitors on preparation of affidavits and other legal documentation required for application approval, bylaw enforcement litigation, or as part of the review of policy and regulatory documentation for LTC approval.

#### **OTHER JOB DUTIES AND TASKS:**

- Responds to public enquiries received in person, by telephone, by e-mail or in written correspondence;
- Provides instruction or assistance to other Islands Trust staff regarding notices, scheduling of meetings, mapping requests and other administrative and technical processes;
- Undertakes research on topical policy issues including data collection and coordination, data presentation, issues identification and policy opportunities assessment;
- Acts as Board of Variance Secretary and provides documentation and assistance to facilitate the decision making process of the Board; maintains records of Board meetings in accordance with statutory requirements;
- Assists Bylaw Enforcement Officers with bylaw enforcement matters;
- Presents LTC bylaws to the Islands Trust Executive Committee for approval consideration;
- Supervises the work of a Planner 1, Planner 2, or student planner, as directed by the Regional Planning Manager;
- Provides administrative support to or on behalf of a Regional Planning Manager in their absence, and may be designated as Acting Regional Planning Manager for short periods.

- Supports the activities of the Regional Planning Manager, Director of Local Planning Services, and other staff as required.

## **JOB REQUIREMENTS**

### **Education and Experience**

- A graduate degree in land use planning or a related field such as geography or environmental science; and at least five years' experience in the land use planning field, with demonstrable responsible planning experience with local government, or an equivalent combination of education and experience.
- Experience with relevant legislation and policies applicable to planning.
- Experience with planning theory and best practices, particularly as they apply to rural community planning.
- Possession and maintenance of a Class 5 BC Drivers' License.

### **Preference will be given to qualified applicants with any or all of the following:**

- BC local government experience;
- Experience working with First Nations on planning issues;
- Membership in the Canadian Institute of Planners;
- Experience leading an OCP review and processing complex rezoning applications.

### **Required Skills**

- A thorough understanding of common law principles and legislative conventions applicable to land use planning;
- Ability to work effectively both in a team environment and independently, and with minimal supervision;
- Ability to communicate effectively and establish and maintain respectful and diplomatic working relationships with applicants, trustees, staff, agencies and the public;
- Demonstrated sensitivity to political issues and impacts;
- Demonstrated competencies in public service and leadership;
- Excellent oral and written communication skills;
- Ability to develop and manage third party contracts including deliverables and cost accounting;
- Ability to effectively manage competing objectives and prioritize workload in order to meet project and application deadlines in an efficient and organized manner;
- Ability to maintain organized and complete files for assigned projects, applications and referrals;
- A valid Class 5 Driver's license.

## **BEHAVIOURAL COMPETENCIES**

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Service Orientation** is the desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

### **INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES**

- **Open Listening** is letting go of conventional means of listening. It means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question, or move on. It is an awareness of personal bias or judgment and its effect on one's ability to hear. It is the desire and ability to set aside physical, mental, and emotional distractions in order to be fully focused and listening respectfully and openly. It is staying open to the message even when conversations are filled with raw emotions like sadness or anger, and believing that each person's knowledge and reality is legitimate and valuable. Finally, it requires a willingness to reflect upon a story or message and to derive meaning from it based upon the situation in which it is shared.
- **Empathy** is the ability to recognize, understand and directly experience the emotion of another. It involves listening with heart, accepting their message and staying focused on their experience rather than reacting. It means understanding that the behaviour may be connected to something outside of the immediate situation. (Sympathy is not empathy. Sympathy means feeling pity and sorrow for someone's misfortune, or the tendency to want to help them with what you see as something negative. This can send a message that you believe that others cannot arrive at their own solutions.)