



JOB PROFILE

Position # 36544,00060074 (VIC)
36553, 00119474, 122783 (SSI)
00098592,00052410 (GAB)

TITLE: Island Planner (Senior Planner)	CLASSIFICATION: (Grid 27)
MINISTRY: Islands Trust; Ministry of Housing and Municipal Affairs	WORK UNIT: Planning Services
SUPERVISOR TITLE: Regional Planning Manager	SUPERVISOR POSITION #: 00036550 (SSI) 00036532 (GAB) 00036529 (VIC)

PROGRAM

Located in Coast Salish territory, the Islands Trust is a special purpose government mandated to preserve and protect over 450 islands in the Salish Sea. Created by the Province via the Islands Trust Act in 1974, the Islands Trust plans and regulates local land use, advocates on key environmental issues, and protects land through the Islands Trust Conservancy. The Islands Trust works closely with First Nations and other agencies to accomplish its preserve and protect mandate.

Trust Council is the 26-member locally elected body that governs the Islands Trust, comprised of two local trustees from each of 12 local trust areas and two municipal trustees from Bowen Island. Along with a chairperson appointed by Trust Council, two elected trustees form a Local Trust Committee (LTC) to make land use decisions for each local trust area. Trust Council meets quarterly to discuss and act on matters affecting the entire Islands Trust Area, including setting the annual budget, adopting the Policy Statement, and establishing policies that guide the delivery of planning services.

JOB OVERVIEW

The Island Planner is responsible for leadership, management and implementation of all planning activities to support one or more Local Trust Committees (LTCs) and their community commissions and committees within an assigned team or regional area of the Islands Trust. Reporting to a 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, acting as project managers for assigned projects and ensuring 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. The role requires commitment to Trust Council's best practices for service delivery, community engagement, and reconciliation with First Nations.

ACCOUNTABILITIES

- Provides professional planning advice, analysis, and recommendations to assigned LTCs in accordance with the Islands Trust Act, Local Government Act, Policy Statement, and Trust Council policies.
- 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 legislation and 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: 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 principal 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;
- Travels to islands for site visits, meetings, and office hours;
- 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 principal 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;
- Advises Bylaw Enforcement Officers with bylaw enforcement matters;
- Presents LTC bylaws to the Islands Trust Executive Committee for approval consideration;
- Supervises and mentors 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.
- A minimum of 5 years of experience in the land use planning field, preferably within a local government context.
- Possession and maintenance of a valid driver's license.
- An equivalent combination of education and experience may be considered.

Preference will be given to applicants with:

- BC local government 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.
- Experience working with First Nations on planning issues.
- Membership in the Canadian Institute of Planners and eligibility for PIBC registration.
- Experience leading an OCP review and processing complex rezoning applications.
- Experience managing third-party contracts and budgets within project parameters.

Provisos

- Some overnight travel is a requirement of this position and transportation arrangements must meet the operational requirements of the Islands Trust.
- Travel for meetings and projects may be required.
- Must be willing to work overtime, including some evenings and weekends.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Co-ordinating** 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** implies a 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** is 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.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Self-discovery and awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.
- **Cultural agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of

the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

- **Sustained learning and development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect—and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Indigenous self-determination.
- **Change leadership** is championing the achievement of intended, real change that meets the enduring vision of Indigenous self-determination in British Columbia. It involves collaboratively developing and implementing ideas to achieve positive change from anywhere in the BC Public Service. The change leader learns from other leaders and elders, models the vision and encourages members of the public service to commit to and champion the vision. The change leader inspires others into new ways of thinking and doing business. The change leader routinely energizes the change process and removes barriers to change.