



## JOB PROFILE

Position #: 36551(SSi), 36536(GAB), 36539 (VIC)

**TITLE:** LEGISLATIVE CLERK

**CLASSIFICATION:** AO GRID 15

**MINISTRY:** ISLANDS TRUST,  
MINISTRY OF HOUSING & MUNICIPAL AFFAIRS

**WORK UNIT:** PLANNING SERVICES

**SUPERVISOR TITLE:** REGIONAL PLANNING MANAGER

**SUPERVISOR POSITION #:** 36550(SSi)  
36532 (GAB)  
36529 (VIC)

### 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 focus of this position is to provide leadership and guidance regarding Local Trust Committees' (LTCs') legislative and legal processes.

Under the direction of the Regional Planning Manager (RPM), the Legislative Clerk undertakes the responsibilities of a corporate administration officer for Local Trust Committees in accordance with the Local Government Act, Islands Trust Act, and Community Charter.

Working within a highly complex political environment, the position provides support and advice to the planning team, the trustees, the Local Trust Committees, and the organization by ensuring the following responsibilities are completed in accordance with legislated requirements and organizational policies and procedures:

- o Management and preparation of Public Hearings process;
- o Bylaw referrals and adoption process;
- o Statutory notification procedures;
- o Processing of Islands Trust permits;
- o Local Trust Committee Section 26 Resolutions Without Meetings;
- o Local Trust Committee meeting agendas;
- o Comprehensive administrative guidance to planning team work program;
- o Responses to Freedom of Information and Protection of Privacy requests;
- o Commissioner for oaths in regional offices; and
- o Deputy Secretary.

The Legislative Clerk is responsible for the development and implementation of sound administrative practices and operational procedures, and provides technical and functional guidance. This position works with other Legislative Clerks and the Legislative Services Manager to provide leadership to the planning team and local trustees by providing advice and guidance, raising issues, and advising, with respect to relevant legislative processes.

## ACCOUNTABILITIES

### Required:

- Deputy Secretary responsibilities:
  - Signing statutory documents including permits, notices, and Resolutions Without Meeting and bylaws;
  - Certifying bylaws;
  - Signing Notice of special meetings; and
  - Authorized to perform any duty or to exercise any function of the Freedom of Information and Protection of Privacy (FOIPP) Head.
- Commissioner for Oaths in Regional Offices:
  - Administering oaths and taking and receiving affidavits, declarations and affirmations as needed; and
  - Witnessing for signatory of covenants.
- Freedom of Information and Privacy responsibilities:
  - Managing the review and processing of Freedom of Information requests for the planning office;
  - Interpreting and applying FOIPPA and regulations, in accordance with statutory requirements;
  - Communicating with staff, external stakeholders, and the general public, and is the initial point of contact for the Commissioners' office; and
  - Providing assistance with training and orientation of staff and trustees.
- Agenda Preparation responsibilities:
  - Ensuring agenda preparation and liaising with staff and the Chairs of the local trust committees;
  - Ensuring agendas are prepared in accordance with policies and procedures; and
  - Liaising with the Chairs of the local trust committees to develop and approve agendas.
- Administrative and Statutory responsibilities:
  - Providing informed/expert advice to senior planning staff and local trustees regarding various statutory processes, such as bylaws, public hearings, Resolution-Without-Meetings, Board of Variance and permit processing;
  - Developing administrative policies, guidelines, procedures and procedural checklists; and
  - Providing comprehensive statutory and policy advice.
- Legislation responsibilities:
  - Responding to queries and/or requests for information from the public and staff, on a variety of program specific legislative, bylaw and regulatory requirements; and
  - Providing technical direction and training to staff on legislative and procedural changes and requirements.
- Statutory notices for permits and public hearings responsibilities:
  - Drafting notices and managing all statutory notification requirements in accordance with applicable legislation and common law requirements.
- Bylaws responsibilities:
  - Administering statutory and support procedures for bylaw processing including first nations and agency referrals;
  - Drafting administrative bylaws, and maintaining records of all local trust committees bylaws; and
  - Consolidating amendments into base bylaws.
- Permits responsibilities:
  - Drafting, or proofing drafts prepared by planners; and
  - Responsible for signing, issuing and submitting to Land Title Office for registration of the final permit as Deputy Secretary.
- Resolutions-Without-Meeting responsibilities:
  - Processing and signing Resolutions-Without-Meeting under section 26 of the Islands Trust Act.
- Minute takers responsibilities:
  - Coordinating hiring and training of minute takers and ensuring that published minutes conform to the organization's policies and guidelines.
- Committees and Boards responsibilities:
  - Monitoring and ensuring Advisory Planning Commission (APC) & Boards of Variance (BOV) terms of office.

- Teamwork responsibilities:
  - Attending and participating in staff meetings and any other assigned meetings as directed or supported by the Regional Planning Manager.
- Support responsibilities:
  - Performing other administrative duties at the direction of the Regional Planning Manager.
- Webposting responsibilities:
  - Posting and updating relevant webpages on the Islands Trust Website at the direction of the Regional Planning Manager.

## SELECTION CRITERIA

### Job Requirements:

#### Education:

- Grade 12 graduation or equivalent education, plus a minimum of 5 years related experience; OR
- Successful completion of a relevant degree, diploma, or certificate from a recognized business college or university, plus a minimum of 3 years related experience.

#### Experience:

- Experience in an office setting.
- Proficient in the Microsoft Office suite of programs including Outlook, Word, Excel and database systems.
- Possession and maintenance of a driver's license.

#### Preference may be given for the following:

- Web posting experience.
- Courses such as Municipal Administration Training Institute or related course in the field of public administration.
- Experience interpreting and applying policies, procedures and legislation.
- Experience working within the Provincial Freedom of Information and Protection of Privacy Act, Document Disposal Act and procedures related to the collection, use and disclosure of information.

#### Required Knowledge and Skills

- Excellent writing and proofreading skills and proficiency in the English language is required.
- Knowledge of applicable Acts and Regulations relating to local government (ie. Community Charter, Islands Trust Act, and the Local Government Act).

#### Other Requirements

- Must be able to qualify for signing authority as a Commissioner for Oaths.

## 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.

**Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

**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.

**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.

**Process Orientation** places a priority on how things are done. It is a willingness to remain open and follow in new directions. It means setting aside mainstream ways of achieving results and instead following culturally respectful processes that also produce results. It is letting go of agendas or the need to control, and trusting that the appropriate outcome will emerge from a good journey together. It means accepting that both the use of process orientation and a good relationship are concrete results.

**Indigenous Relations Behavioural Competency:**

**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.