

TITLE: PLANNER 2 (PLANNING OFFICER R24)
MINISTRY: ISLANDS TRUST
MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

CLASSIFICATION: (GRID 24)
WORK UNIT: LOCAL PLANNING SERVICES

SUPERVISOR TITLE: REGIONAL PLANNING MANAGER

SUPERVISOR POSITION #: 36532 (GAB)
36529 (VIC)
36550 (SSI)

JOB OVERVIEW

The Planner 2 provides support to Local Trust Committees (LTCs) and community boards and committees within an assigned regional area of the Islands Trust. Acting under the supervision of a Regional Planning Manager (RPM) or an Island Planner, the Planner 2 is responsible for various 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, drafting bylaws, managing LTC projects and undertaking planning and community consultation processes under the guidance of a more senior planning officer or supervisor. The Planner 2 may also represent Local Planning Services (LPS) at LTC meetings, community information meetings, public hearings, or Islands Trust committee meetings when requested by the Regional Planning Manager.

Other duties may include responding to general planning enquiries, conducting planning related research, instructing GIS and mapping staff on mapping support, and assisting in Bylaw Enforcement related matters.

ACCOUNTABILITIES

- Processes planning applications and referrals of varying complexity as assigned by the Regional Planning Manager including, but not limited to, Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, development permits and development variance permits, siting and use permits, building permit referrals, subdivision referrals, Liquor Control Licensing Board referrals, Agricultural Land Commission referrals, and Crown agency referrals;
- Undertakes inter-agency and First Nations liaison in conjunction with application and bylaw referrals and as requested by a Regional Planning Manager;
- Provides planning and administrative support at LTC meetings;
- Facilitates community input to consider planning issues by organizing and administering community information meetings, Advisory Planning Commission meetings, and Public Hearings;
- Under direction from the Director of LPS or a Regional Planning Manager, provides principle staff liaison with Islands Trust solicitors on preparation of covenants and other legal documentation, including documentation required for litigation;
- Responsible for routine updates to OCPs, LUBs, and administrative bylaws including the preparation and processing of amending bylaws.

OTHER JOB DUTIES AND TASKS:

- Responds to public enquiries received in person, by telephone, by e-mail or in written correspondence;
- Conducts research and prepares reports for presentation to local trust committees in conjunction with permit applications, proposed bylaw amendments and referrals;
- Provides instruction or assistance to other Islands Trust staff regarding notices, scheduling of meetings, mapping requests and other administrative and technical processes necessary to support planning processes;
- Undertakes research on topical policy issues including data collection and coordination, data presentation, issues identification and policy opportunities assessment;
- Supports the activities of the Regional Planning Manager, Director of Local Planning Services, and other staff as required;
- Assists Bylaw Enforcement Officers with bylaw enforcement procedures.

JOB REQUIREMENTS

Education and Experience:

- A university degree in planning or a related field such as geography or urban studies, and a minimum of three years' land use planning experience;

Required Skills:

- A working knowledge and understanding of the *Local Government Act* and other Provincial policies and legislation applicable to land use planning in the Province of BC;
- Understanding of common law principles applicable to land use planning and related statutory processes;
- Excellent oral and written communication skills;
- Ability to work effectively both in a team environment and independently, with minimal supervision;
- Ability to establish and maintain respectful and diplomatic working relationships with applicants, trustees, staff, agencies and the public;
- Ability to work effectively under pressure and manage and prioritize workload;
- Ability to maintain organized and complete files for assigned projects, applications and referrals.

Preference may be given to candidates who also have:

- Experience working in a BC local government planning office;
- Previous involvement in OCP or other community planning processes;
- Visual communication/graphics skills;
- Membership or eligibility for membership, in the Canadian Institute of Planners.

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

- **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.