

Position: **Benchmark Job #314**

Ministry: Islands Trust

Working Title: **Planner**

Branch: Local Planning

Level: Range 21

Location: Victoria

NOC Code: 2153

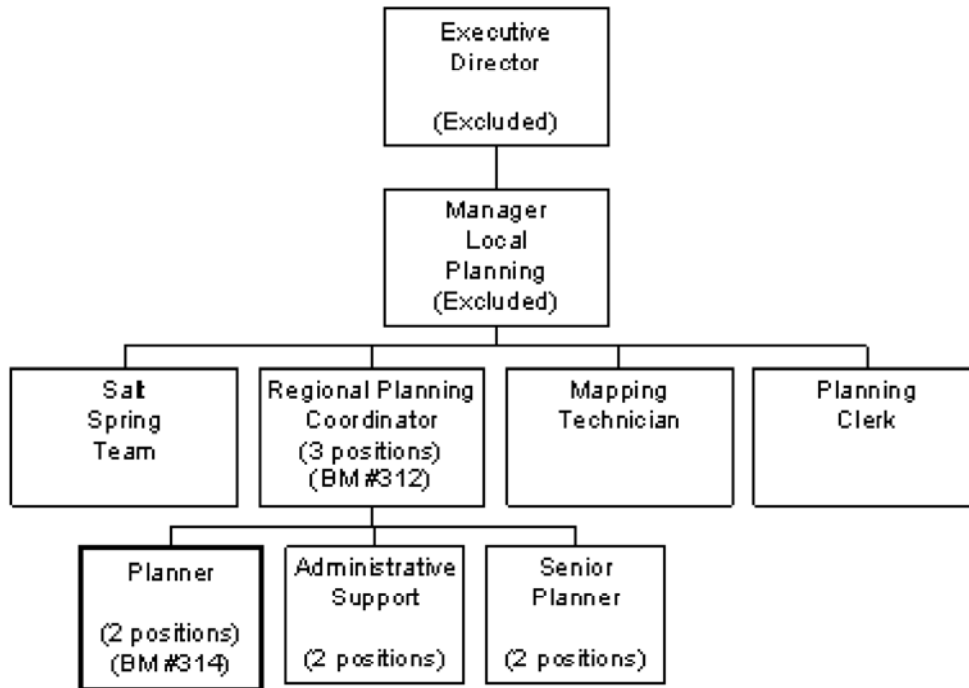
PRIMARY FUNCTION

To conduct land-use planning activities on behalf of Senior Planner(s), Local Trust Committees and boards.

JOB DUTIES AND TASKS

1. Provides guidance to a Local Trust Committee (LTC) area
 - a. develops, drafts and facilitates consideration and adoption of land-use bylaws, permits and covenants
 - b. provides guidance in the development and consideration of permits and referrals on applications
 - c. processes new and amending bylaws and takes bylaws through the public hearing process
 - d. examines and provides recommendations on applications for rezoning, subdivisions and development in the Agricultural Land Reserve, Forest Land Reserve and Crown leases
 - e. liaises with applicants and affected parties to clarify the intent and impact of applications
 - f. administers and interprets land-use bylaws by providing information on regulations and policies
 - g. provides assistance in the investigation and disposition of bylaw infractions
 - h. prepares reports, issue papers and recommendations to brief Committee members
 - i. chairs and/or participates in meetings with elected Trustees, community groups, developers, regional officials to act as a resource and draft required documentation
2. Examines a variety of permit, development and land-use applications to ensure compliance with existing legislation, Islands Trust regulations, bylaws and approved land use plans and standards
 - a. forwards applications to the Local Committees with analysis and recommendations
 - b. provides information and guidance to the public in completing application documentation
 - c. seeks legal advice and considers opinions in preparation of reports
 - d. examines subdivision applications referred by the Ministry of Transportation and Highways to determine compliance and presents recommendations for review by the LTC
 - e. negotiates with applicants to ensure adequate parkland dedications and covenants necessary for protection of the environment or cultural artifacts
 - f. examines Crown lease applications to determine compliance with Islands Trust regulations
 - g. liaises with other government ministries and agencies to resolve issues with overlapping jurisdictions and presents recommendations to the LTC
 - h. drafts appropriate technical documentation and permits for authorizing signatures
3. Conducts planning research and analysis and provides advice to elected officials of the LTC
 - a. examines current and proposed land use and Official Community Plan (OCP) bylaws to ensure accuracy

- and conciseness in the proposed bylaws and to ensure such bylaws are enforceable
- b. drafts bylaws which amend land use and subdivision bylaws, and refers bylaws to various government agencies after review by the Senior Planner
 - c. undertakes background research and provides advice in the development of OCPs, including collecting data, drafting reports and sections of plans, prepares visual materials for public meetings and attends public open houses and task force meetings as a resource person
 - d. conducts field investigations, data collection/analysis and prepares written reports for assigned special projects (e.g. review of draft Contaminated Sites Regulation)
4. Performs other related duties
- a. provides information and responds to enquiries from the public, media and others
 - b. assembles relevant data, carries out investigation and discusses the complaint with all parties to achieve resolution
 - c. prepares written findings on issues and recommends items for review by the LTC
 - d. coordinates administrative services to Boards and Local Trust Committees
 - e. monitors the work of contractors and verifies completion of contract
 - f. monitors and reviews work allocated to staff in the mapping and drafting unit



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understands the theory of community land use planning to plan, review and apply bylaws and permits, assist land use commissions and boards with land use planning activities.</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply structured study and analysis of official community plans to draft and interpret land use bylaws and permits to ensure wording and application is precise and legally enforceable.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic negotiation skills to reach agreement with land owners/developers to ensure Official Community Plan is adhered to and adequate parkland dedications and covenants are maintained.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to use computer keyboard to develop reports with some requirement for speed and to meet committee and land-use process deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by land use policies, guidelines and standards, applies accepted land use planning methods in a different way to draft, amend and prepare bylaws and permits.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to verify completed contract work.</p>	D	22.5

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7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes to ensure the quality of information meets the standards required for land use planning purposes.	E	33
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to monitor and review work allocated to staff in the mapping and drafting unit.	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention for the well-being of others by ensuring parkland, environment and cultural artifacts are considered in planning processes.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance schedules while dealing with multiple applicant inquiries and issues.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed materials to examine land-use planning documentation.	C	12
12	SURROUNDINGS Exposure to unpleasant dealings with people upset about proposed rezoning and subdivision applications.	B	4
13	HAZARDS Limited exposure to hazards from regular driving to public or Local Trust Committee meetings to present land-use information.	B	4

Total Points: 752

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