



DATE OF MEETING: September 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Renée Jamurat, Regional Planning Manager
Northern Team

COPY: Sonja Zupanec, Island Planner – Project Planner
Mary Storzer, RPM, Regional Planning Team support

SUBJECT: 2027-2028 Business Case for Staffing Resource Support for TUP Processing of STVRs

RECOMMENDATIONS

1. That the Hornby Island Local Trust Committee has considered the Executive Committee recommendations and approves the business case for staffing resource support for Temporary Use Permit processing of short-term vacation rentals.
2. That the Hornby Island Local Trust Committee requests staff forward the business case to the Financial Planning Committee and Regional Planning Committee for comment and consideration for inclusion in the 2027-2028 budget.

REPORT SUMMARY

The purpose of this report is to present the drafted business case for staffing support for the processing of Temporary Use Permits related to short term vacation rentals, should Proposed Bylaw Nos. 176 and 177 be adopted in 2027. Should the Local Trust Committee (LTC) approve the business case, staff will forward it to both the Regional Planning Committee and Financial Planning Committee for comment before forwarding to Trust Council for approval in the 2027/28 budget.

BACKGROUND

The Hornby LTC sought comment from the Executive Committee (EC) on the proposed TUP processing for vacation rentals, which has wider resource implications to Planning Services. The EC passed the following resolutions on July 8, 2026:

THAT the Executive Committee advise the Hornby Island Local Trust Committee that it has considered administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and that it has no concerns at this time.

THAT the Executive Committee advise the Hornby Island Local Trust Committee that it has no concerns on submitting a business case based on the option 2 for budget consideration.

Following these resolutions, the LTC directed staff to schedule a CIM and Public Hearing which will be held on September 1, 2026.

The EC passed the following additional resolutions for the LTC to consider:

1. THAT the Executive Committee recommend to the Hornby Island Local Trust Committee, as part of developing its 2027/28 budget and business case to evaluate other options that could reduce financial and resource requirements, that the LTC work collaboratively with the Comox Valley Regional District to commission an independent study examining the benefits and impacts of short-term rentals on Hornby Island; and
2. THAT the study provide an objective, evidence-based assessment of the effects of short-term rentals on, including but not limited to housing availability and affordability, the local economy, tourism, neighbourhood character, infrastructure, community well-being, and other issues specifically related to Hornby Island, such as, ferry capacity, solid waste management, freshwater, and emergency response; and
3. THAT the study identify and evaluate the full range of regulatory and management tools available to both the Comox Valley Regional District and the Hornby Island Local Trust Committee, including business licensing, land use regulations, enforcement mechanisms, and other policy options, to support informed decision-making by both authorities.
4. THAT should the HOLTC undertake a study, that the Executive Committee request staff to explore opportunities for grant funding and other external financial support that may be available to the Hornby Island Local Trust Committee and/or the Comox Valley Regional District to help expedite an independent study, with the objective of completing the work in time to inform the 2027/28 budget and any resources required to implement the preferred management approach.

ANALYSIS

The Executive Committee recommended to the LTC as part of drafting this business case, to evaluate other options that could reduce financial and resource requirements such as a study, collaborate with the Comox Valley Regional District, and evaluate a range of regulatory and management tools.

Staff seek direction from the LTC on whether it wishes to request further evaluation at this time and prior to proceeding further with the bylaw readings, of any other options that could reduce financial and resource requirements, and/or explore any of the EC recommendations.

Recall that zoning (regulatory) options have been provided to the LTC in the work leading up to this point. Conversation with the Regional District regarding land use and business licensing processes, and timing has occurred, with the LTC giving direction to amend its land use bylaws to regulate short term vacation rentals as a use.

Should the LTC wish to contemplate more work at this time, staff recommend that the LTC indicate its request by resolution as provided in the Options section of this report.

OPTIONS

The LTC may consider the following options:

1. **(Recommended) Approve Business Case for budget submission as presented.**

If this option is selected then staff will submit the business case for the 2027-28 budget approval. As raised in previous staff reports, the adoption of Bylaws Nos. 176 & 177 should

occur after Trust Council's approval of this budget request for staff support, so that administrative capacity is confirmed to prepare for the volume of TUP applications anticipated as a result of the adopted bylaws.

2. Request further analysis on ways to reduce financial and resource requirements of the proposed TUP approach for regulating vacation rentals before proceeding further with the business case and bylaw readings.

Should the LTC wish to undertake more analysis, then staff advise that the budget request will not be submitted in time for the 2027-2028 budget cycle, and the bylaw readings will be paused. This will require LTC direction given through the major project workplan as it will have implications on project scope, budget and timelines and likely require a second public hearing if new information pertaining to the bylaws is considered during the analysis. The following resolution is recommended:

That the Hornby Island Local Trust Committee request staff provide information on [insert specifics here].

3. Receive for information.

The LTC may choose to proceed no further with the proposed bylaws or project. The following resolution is recommended:

That the Hornby Island Local Trust Committee proceed no further with Proposed Bylaw Nos. 176 and 177.

RATIONALE FOR RECOMMENDATION

The LTC has given consideration to the proposed bylaws, desired processing approach to implement the short-term vacation rental regulations, and sought comment from Executive Committee regarding wider implications to staff capacity, processing systems, and decision pathways. Staff recommendation is provided on page 1 of this report.

Next Steps:

If the LTC concurs with the staff recommendations, the business case will be forwarded for 2027-28 budget deliberations and approval.

Consideration of adoption of the proposed bylaws can occur after Ministerial approval of Proposed Bylaw No. 176 (OCP) and if the business case is approved by Trust Council in March 2027.

Submitted By:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 18, 2026
Concurrence:	Stefan Cermak, RPP MCIP, Director of Planning Services	August 19, 2026

ATTACHMENT

1. Draft Business Case – Hornby LTC Request for Temporary Staffing Support for TUP-STVR Processing – Planner 2 (temporary).



Islands Trust

Funding Request Business Case

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (*Committee or Operational Unit*):

Hornby Local Trust Committee

Department:

Planning Services

Name of Request:

Temporary Staffing Support for Proposed TUP-STVR Processing – Planner 2 (temporary full-time)

\$ Value of Request (*indicate by fiscal year and total if project is multi-year*):

Using the Staff Costing Budget tool (based on full time, temporary Planner 2 position)

Yearly expense (salary, benefits, equipment):
\$126,954

Pro-rated for 6 months: \$63,477

Budget Source (select all that apply):

☐ **Specific Project Funding** (select all that apply)

- ☐ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture (Finance) & Tech. Equipment (IS)**

☐ **Computer Hardware/Software/Supplies**

☒ **New Staff Resources** (see Attachment 1: Staff Costing Budget Tool)

☐ **Permanent**

☒ **Temporary**

Temp Duration: **up to 6 months**

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Date of Submission to Finance:

September 2, 2026

Funding Required for (date range):

Fall (October) 2027 to Winter (March) 2028 for May-September 2028 vacation rental season.

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

- This request comes through the Hornby LTC's project to update their OCP and LUB, whereby the LTC is proposing regulating short term vacation rentals (STVRs) through Temporary Use Permits.

[LTC to confirm applicable Policy Statement directives below.]

From the [Policy Statement](#):

- Policy 5.2.1 Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.

- 5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
- 5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

ISSUE/OPPORTUNITY:

This request is made by the Hornby LTC to address an anticipated administrative capacity issue need to process an influx of Temporary Use Permits (TUPs) as a result of their proposed OCP and Land Use Bylaws Nos. 176 & 177 being adopted to allow the regulation of short-term vacation rentals through TUPs.

As part of their major project the HO LTC wishes to amend their Land Use Bylaw to regulate short term vacation rentals (STVR) through issuance of a Temporary Use Permit. The potential result should this amendment be adopted, is that there may be an influx of TUP applications submitted, all requesting approval for the same period of time prior to the spring 2028 vacation rental season on Hornby Island.

The LTC asks that the budget request utilize the revenue generated through the TUP application fees to justify the request for the staff support. Temporary staff support is anticipated for 6 months to help with processing new TUP applications.

The northern office RPM has raised concern that the current capacity of the northern office to process applications will experience challenges and not be able to handle the timely processing of an influx of over approximately 30 TUP applications in addition to the expected current planning work.

The benefit of approving this request will be to support the LTC in its processing of TUP applications ahead of their 2028 rental season should the amendment be adopted, while minimizing the impact to service levels provided by the northern office team such as application processing, enquiries, other Local Trust Areas' work programs and staff workload.

Background:

- Further information is referenced in Staff reports to the Hornby LTC dated June 26, 2026 & September 1, 2026, and Executive Committee July 8, 2026.
- This is a one-time request for new TUP applications; however, staff may see the need arise again for renewals in the future, based on the length of TUP term set by the LTC and the number of applications that are submitted. That timeframe and corresponding capacity need is unknown to staff at this time.
- The report was presented to Executive Committee for consideration and comment on July 8, 2026, and the EC had no concerns at that time. It recommended to the LTC as part of drafting this business case, to evaluate other options that could reduce financial and resource requirements such as a study, collaborate with the Comox Valley Regional District, and evaluating a range of regulatory and management tools. **[ADD ANY DIRECTION FROM SEPT. 1 LTC MEETING.]**

PROJECTED RESULTS/DELIVERABLES:

- This staffing request approval will support the temporary operational challenge of processing a large amount of TUP applications in a short time frame, amongst the current workload of the Northern Planning team.
- The result of hiring support staff is anticipated to result in bringing forward TUP applications to the LTC ahead of the 2028 vacation rental season.

- This approval may support more efficient completion of work with focussed staff processing Hornby TUP applications, and desire by vacation rental operators to receive a decision in a timely manner.
- Overall, the proposed short term vacation rental TUP regulations represent a concentrated workload with an anticipated higher administrative demand in the initial year followed by lower but recurring cyclical renewal activity, and with a request to Trust Council that the corresponding revenues be used to offset the costs of hiring additional temporary staff.

ALTERNATIVES CONSIDERED:

Option 1 (recommended): Hire Planner 2 for 6 month term, Temporary Auxiliary or Permanent 'As & When'.

Benefits –

An additional temporary Planner 2 will provide capacity support to process the anticipated influx of TUP applications for Hornby Island. Supports management of staff workload, anticipated to help maintain current levels of service and targeted application processing timeframes.

Preference is for a permanent 'As and When' Planner term with funding for 6 months, to allow the option to request support in future years if needed, respond quicker to future need, saving time on hiring process.

Risks –

- Offers a temporary solution to a bylaw regulation, and may likely need to be requested again in the future.
- Staff anticipate budget challenges with Trust Council supporting a staffing budget request for a Planner 2 which may not be revenue neutral, and as a result more information may be needed.

Financial implications –

- The Hornby Island Fees Bylaw currently sets the fee for a Temporary Use Permit application at \$2,327 and \$758 for a renewal application (both subject to a 2% increase each April 1). No amendments to the fees bylaw are anticipated as part of this review project although Trust Council has requested a general fee review with options being targeted for presentation at the September 2026 Trust Council.
- In financial terms, Year 1 (and subsequent intake years) could generate approximately \$202,449 in application fee revenue (87 TUP scenario × \$2,327), while a full renewal cycle would generate approximately \$65,946 in renewal fee revenue (87 TUP scenario × \$758). These estimates are based on processing 87 applications.

The LTC requests the needed staffing be funded as an enhanced service level of the LTC from the Trust Council base budget for the next fiscal budget (2027-2028) in order to hire staff to process TUP applications. Part of this request would be to monitor and report to Trust Council the differences at year end between TUP application fee revenues and the costs of the new staffing position(s).

Resource requirements –

- Estimated processing times: New application = approximately 22 hours of staff time; Renewals = approximately 5.5 hours.
- Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years.
- The number of eighty-seven (87) permits is used because it represents the approximate known number of STVRs currently.
- Assumes current staffing levels for the northern office has a processing threshold of 20-30 new TUP applications before more staff were needed to assist.

- This scenario translates to a 'shortcoming' of staffing resources of approximately 1,254 hours which would be needed to process an additional 57 TUP applications (or over the threshold of 30 TUP applications).
- The LTC must consider (and staff must process) all TUP applications that come in regardless of the 'administrative intake' timeframe. The LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

Other implications include -

- Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted season.
- STVR TUPs intake could occur as early Fall 2027; approvals in Winter 2028 for May 2028 rental season.
- This would require less administrative resources to execute vs Option 3 but still requires resources to implement.

Option 2: Do Nothing, use existing staffing resources.

Benefits – No additional budget spent by Trust Council.

Risks – Longer processing times for applications, reduced staffing capacity/time to work on all northern LTC work programs, increased staff workloads, decreasing in service levels in northern office. May include reduced service levels for other services like enquiries, affecting all northern LTCs.

Overall, staff cannot process an influx of TUP applications (i.e. over 30 applications) in a timely manner without substantial impacts to service levels.

Financial implications – Potential staff overtime costs incurred.

Resource requirements –

- A general assumption is made that the current staffing levels for the northern office can process between 20-30 new TUP applications before more staff were needed to assist with the increasing number of applications submitted (i.e. up to 87).
- Re-allocating staff from non-required work to processing applications.

Other implications-

- Do not have capacity to process over 30 TUPs for LTC decision for early 2028 given need to also support all other Planning applications and the 6 northern LTCs' work programs.
- This option does not allow adequate time to increase staff resources for timely processing should an influx of TUP applications come in.

Option 3: Special Property Tax Requisition (to Hornby LTA) to fund temporary Planner 2.

A special property tax requisition is an extra tax collected only within one Local Trust Area to fund a program or service the Local Trust Committee wants to deliver that qualifies as an "additional operation"—meaning it is not offered in all local trust areas, represents an enhanced service level due to unique local demands or delegated powers, or exceeds the capacity of the base budget. Only residents of that area pay the tax, and it may be used solely for the purpose approved by Trust Council. (Trust Council [Policy 6.3.2 Special Property Tax Requisitions](#))

The special property tax requisition does not divert fee revenue. It adds special taxes to the LTA properties to get this work done. This would result in the following:

- Increased fee revenue coming from Hornby Island LTA properties due to processing the number of TUPs as allowed under the TUP regulations.
- Increased tax revenue coming from Hornby Island LTA properties due to Special Taxes.

Benefits – No capital budget is spent, represents a more transparent reflection of an area paying for a service generated by that area.

Risks –

- Staff do not anticipate support from Hornby Island community or LTC to increase taxes.
- Is not a common approach used by Islands Trust.
- In light of this financial process, staff is concerned that there will not be appropriate time to prepare operationally and accounting for the timing of the bylaw adoption, before the start of the rental season.

Financial implications –

- Special tax requisitions can only be considered through Trust Council's annual budget process.

Resource requirements –

- Trust Council approval is required to hire staff, which would be funded by the special property tax requisition.
- The hiring process for any newly approved temporary staff would begin after Trust Council's budget approval in March 2027, and after the LTC adopts the amended bylaw.
- This approach will require administrative resources and assistance from finance services to pursue budget request.

Other implications-

- For this option, the land use bylaw adoption is contingent on the March 2027 budget decisions, and so the bylaw adoption would occur after that.

RECOMMENDED OPTION RATIONALE:

The LTC request is based on Option 1 (recommended), and the LTC is satisfied that with the approval of this staffing resource, the implementation of the proposed bylaws can proceed without significant unexpected service disruption that extends beyond the LTC work program, impacting the ability to support the work programs of other Local Trust Committees and other service levels.

RISK ASSESSMENT:

- Complexity and multiple processes including timing of budget approval, bylaw adoption, hiring, and application intake may not align and impact the ability to process TUP applications in time for the May 2028 rental season.
- Factors outside of the LTC and staff control, is if there is an overwhelming number of applications that cannot be processed in time for the 2028 rental season, and as a result there may be some applications that will be processed later. Also, it may require more planners' time to process and may impact other services such as enquiries, extending out processing timelines for other applications.

COST/BENEFIT ANALYSIS:

Quantitative factors include:

- Request is for one (1) Planner 2 position for up to 6 months to address the anticipated 1,254 hours of staffing resources.
- Estimated hours of support needed: Based on the estimated processing times, each new application may require approximately 22 hours of staff time, while each renewal may require approximately 5.5 hours. Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of

approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years.

- Assumes current staffing levels for northern office has a processing threshold of 20-30 new TUP applications before more staff were needed to assist.
- There is an estimated 'shortcoming' of staffing resources of approximately 1,254 hours for initial intake year. (The hours based on the processing applications beyond the threshold.)
- Since a full-time planner will provide up to 1800 hours of support, then it is anticipated that up to one (1) full-time temporary position will be needed to address the shortcoming of staffing resources.
- Hiring process takes about 4-5 months, involves the Hiring Manager (RPM), HR Advisor, staff training/onboarding, and related dedicated staff time. Estimated RPM hours for hiring process approx. 35 hours.

Qualitative factors include:

Assuming that Trust Council approves the temporary hiring of staff based on the recommended Option 1 (Request funds from base budget), additional implementation challenges and factors include:

- The influx to the volume of applications submitted, particularly in the intake years, will create a significant workload and require careful coordination to avoid delays. This includes not just planning resources to process applications and support project, but also administrative resources to support notifications.
- Other options may need to be explored to mitigate the increased processing demand & timing such as delegating TUP renewals. This would likely require amendments to Hornby LTC's administrative bylaws such as [Development Procedures Bylaw No. 74](#).
- In renewal years, without delegation to staff, all renewals would require LTC decision, increasing logistical meeting demands and staff time.
- Office space in northern office is currently at capacity; reconfiguration may be needed to accommodate additional staff working in the office.

PROCUREMENT PROCEDURE:

A hiring process will be undertaken in accordance with standard PSA hiring practices, including: posting of job to external sources, review of resumes, interviews, reference and criminal record checks, offer letter, on-boarding and training of new staff.

PROPOSED IMPLEMENTATION STRATEGY:

- March 2027 - Trust Council approval for staffing resource, funded by the base budget.
- April – September 2027: Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- STVR TUPs intake could occur as early Fall 2027; approvals in Winter 2028 for May 2028 rental season.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted 2028 season.

STAFF RESOURCING:

- Request is for one (1) Planner 2 position for up to 6 months. The preferred approach is for a permanent 'As and When' term. For more information, see Attachment 1: Staff Costing Budget tool and Attachment 2: Planner 2 Job Profile.

Pre-hiring activities:

- RPM, Planning Services – screen applicant resumes, prepare and mark written assessment for applicants, conduct interviews, conduct reference checks, conduct offer – estimated 35 hours
- Employee Services Coordinator – administer job posting/resume collection/administer written assessments and interview scheduling, prepare offer letter, file for criminal record check – total 5 hours
- Interview Panellists (RPM + 2 others) – conduct interviews and post-interview discussions, 2 hours/interviewee per panellist.

Post-hiring activities:

- RPM, Planning Services – training/orientation with new staff, 2 weeks
- Employee Services Coordinator – process new hire paperwork, schedule/deliver basic new hire orientation and on boarding sessions – estimated 15 hours
- Others across organisation – orientation to other departments and relevant processes – 1-2 weeks

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

- Internal communication to staff upon approval.
- Position posted to BC PSA and external sites.
- Staff have strongly recommended before bylaw adoption, to develop a clear public communication package and application guide that sets out submission requirements in detail to require complete applications at intake, reduce delays and applicant frustration, and improve transparency regarding the process and expectations.
- Note, the LTC must consider all TUP applications that come in after the target 'administrative intake' date, in order for an STVR to be approved in time for the 2028 rental season. Staff must process all TUP applications that come in, and the LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

ATTACHMENTS

1. Staff Costing Budget tool – Planner 2, temporary
2. Job Profile, Planner 2
3. Organizational Chart – Mark-up showing requested staffing

Requested by: Hornby Island Local Trust Committee

Prepared by: Renee Jamurat, Regional Planning Manager, July 23, 2026.

Reviewed with other Department Directors (if applicable): Finance, Regional Planning Team RPM.

Approving Director's signature

Date Director Approved

Attachment 1 - Staff Costing Budget tool – Planner 2, temporary

ISLANDS TRUST

STAFF SALARY TOOL - Auxillary STAFF

Step 1: Collect the Relevant Data

Grey shaded cells are formulaic, or set rates/dollars. Do not adjust these cells unless authorised by the DAS. Fill in all other non-shaded cells.

Fiscal Year:	2027/28
Department/Unit:	Planning Services
Position Title:	Planner 2
Classification + Grid:	Planning Officer Grid 24
Full Time Equivalent (FTE):	1.0
Base Annual Salary, STEP 1:	80,703.86 Salary Lookup Tool
Base Annual Salary, STEP 5:	91,936.08 Salary Lookup Tool
Vacation Paid in lieu	6.0% per BCGEU
Annual Health Benefit Paid in lieu max of \$67.90 bi-weekly	1771.5
PSA Benefit Rate:	25.4% dictated by PSA
TMA (Temporary Market Adjustment %)	3.3% Salary Lookup Tool Enter the % or zero if no TMA listed on Salary Lookup tool

Will this staff member be issued a cell phone? (Y/N):	N
Will this staff member require a LAPTOP? (Y/N):	Y
Will this staff member require a DESKTOP COMPUTER? (Y/N):	Y
Will this staff member travel as part of their role? (Y/N):	Y
Will this staff member require training in the year (Y/N):	N

if Yes, please fill in Step 4 of this tool.
if Yes, please fill in Step 4 of this tool.

Step 2: Calculate the starting salary

All cells formulaic, do not fill in any cells.

	Rate increase	Base Annual Salary	
		STEP 1	STEP 5
Base Annual Salary as at April 1, 2026		\$ 80,704	\$ 91,936
Estimated increase at April 1, 2027	3.00%	\$ 2,421	\$ 2,758
Opening salary for fiscal 2027/28		\$ 83,125	\$ 94,694

Step 3: Calculate the Fiscal Year Expense

Grey shaded cells are formulaic, or set rates/dollars. Do not adjust these cells unless authorised by the DFES. Fill in all other non-shaded cells.

		STEP 1	STEP 5
Base Annual Salary as at April 1, 2027		\$ 83,125	\$ 94,694
Vacation paid in lieu	6.0%	\$ 4,987	\$ 5,682
Annual Health Benefit Paid in lieu max of \$67.90 bi-weekly	1771.5	\$ 1,771	\$ 1,771
less: Unpaid Time off (assumed)	ALL		
Net Salary + Vacation Expense		\$ 89,884	\$ 102,147
Benefits Expense	25.4%	\$ 22,831	\$ 25,945
TOTAL SALARIES EXPENSE OF ROLE		\$ 112,714	\$ 128,093

Includes Employer portion of CPP/EI/Admin charges

Step 4: Associated Expenses (Travel, Cell phone, Incidentals)

Grey shaded cells are formulaic, or set rates/dollars. Do not adjust these cells unless authorised by the DFES. Fill in all other non-shaded cells.

TRAVEL: How to estimate this?

Please consider the following items in your estimates of travel costs:

	Estimated Dollars
Transportation Costs (flights/ferries/km allowances)	\$ 1,000
Accommodation	\$ -
Per Diems	\$ 1,000
Overtime considerations	
TOTAL TRAVEL	\$ 2,000

CELL PHONE - (connect with IS team)

Annual cell phone charges	TOTAL CELL	\$ -
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COMPUTER HARDWARE - (connect with IS team)

Purchase of new laptop (includes dual monitors/docking station/keyboard/mouse)	\$ 2,750
Purchase of new desktop	\$ 1,800
TOTAL HARDWARE	\$ 4,550

TRAINING

Estimated training costs (registrations)	\$ -
Estimated Travel for Training (transport/accom/per diems/OT)	\$ -
TOTAL TRAINING	\$ -

TOTAL INCIDENTAL CHARGES	\$ 6,550
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Step 5: Summarise the Estimated Expenses

All cells formulaic, do not fill in any cells.

Item	STEP 1	STEP 5
Salary + Vacation + health benefit allowance	\$ 89,884	\$ 102,147
Benefits	\$ 22,831	\$ 25,945
Total Salary and Benefits	\$ 112,714	\$ 128,093
AVERAGE	\$	\$ 120,404

Summary for Business Case Insertion

Salary + Benefits	\$ 120,404	Ongoing fiscal year cost
Travel	\$ 2,000	Ongoing fiscal year cost
Cell Phone	\$ -	Ongoing fiscal year cost
Computer - Laptop	\$ 2,750	One-time expense
Computer - Desktop	\$ 1,800	One-time expense
Training	\$ -	Ongoing fiscal year cost (may decrease over time)
TOTAL COST OF NEW POSITION in 1st year	\$ 126,954	

Total one-time expenses	\$ 4,550
Total ongoing yearly expenses	\$ 122,404

TITLE: PLANNER 2 (PLANNING OFFICER R24)

CLASSIFICATION: (GRID 24)

MINISTRY: ISLANDS TRUST
MINISTRY OF MUNICIPAL AFFAIRS

WORK UNIT: PLANNING SERVICES

SUPERVISOR TITLE: REGIONAL PLANNING MANAGER

SUPERVISOR POSITION #: 36532 (GAB)
36529 (VIC)
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 Planner 2 provides support to Local Trust Committees (LTCs) and community commissions 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 Planning Services (PS) 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, temporary use permits, 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 Planning Services or a Regional Planning Manager, provides principal 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 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 two years land use planning experience, or an equivalent combination of education and experience;
- Valid driver's license.

Preference may be given to candidates who also have:

- Experience working in a BC local government planning office;
- Experience processing land use applications including Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, development permits and development variance permits, subdivision referrals, and Agricultural Land Commission referrals;
- Experience working with First Nations and rural communities;
- Previous involvement in OCP or other community planning processes;
- Membership or eligibility for membership, in the Canadian Institute of Planners;
- Experience with local government planning.

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.

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.

Islands Trust Staff Organization Chart

