

Job Description

REGIONAL DIRECTOR OF
PLANNING AND DEVELOPMENT



Position title: Regional Director of Planning and Development

Department: Planning and Development

Employee: Planning and Development Officer

Reports to: Chief Administrative Officer (CAO)

Municipal Context

The County of St. Paul, Town of St. Paul, Town of Elk Point, and the Summer Village of Horseshoe Bay have created a regional planning model whereby planning and development staff of each municipality work, not only for their employing municipality, but are available to collaborate and provide planning and development services to the other named municipalities when such services are required.

Position Summary

Though an employee of the County of St. Paul, the Regional Planning and Development Director (the Director) provides planning and development supervision and advice to the County of St. Paul, Town of St. Paul, Town of Elk Point, and the Summer Village of Horseshoe Bay (the Municipalities). Reporting to and receiving general management direction from the County's Chief Administrative Officer (CAO), the Director, in accordance with Municipal, Provincial and Federal Acts, and the applicable Municipal Development Plans, Intermunicipal Development Plans, other Statutory Plans, Land Use Bylaws, polices, and broad expectations of the Municipalities, exercises considerable judgement based on a solid foundation of experience and knowledge within the field of planning and development in managing and overseeing the Planning and Development departments of the Municipalities. The Director is responsible for providing direction, oversight, training, mentoring and general supervision to the planning and development staffs of the Municipalities. The Director is accountable for performing the duties as the Region's Development Authority, overseeing the Region's contracted Subdivision Authority, working with the Intermunicipal Subdivision and Development Appeal Board, and representing the municipalities on appeals to the Land and Property Rights Tribunal. Additional responsibilities include, but are not limited to, issuing or overseeing the issuing of permits, compliance certificates, road closures, preparing and amending plans, preparing and amending policies, and leading or overseeing contractors working on special projects related to planning and development.

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the County of St. Paul No. 19 (the County) acting reasonably to meet the business, community, and/or regulatory needs of the organization.



Key Responsibilities, County

1. Strategic Planning; Tactical and Operational Planning for County Department (15%)

- Providing input into the strategic planning process for County Council, under the direction of the CAO.
- Developing the tactical and departmental operational plan to support the strategic plan, under the direction of the CAO.
- Responsible for the monthly reporting on the status of projects, key initiatives, or other goals/objectives or outcomes identified in tactical and operational plans.
- Developing and maintaining a contact network with professionals in the field and counterparts in other municipalities; maintaining and enhancing shared services and programs or intermunicipal cooperation agreements with neighbouring municipalities.

2. Budgeting and Financial Management (5%)

- Developing department budget, under direction of CAO, for approval by Council.
- Managing department within budget.
- Approving purchases within department.
- Reviewing permit and subdivision fees yearly and providing recommendations regarding these fees.

3. Subdivision Authority (10%)

- Overseeing the Contracted Subdivision Approving Authority.
- Performing the duties as prescribed by the *Municipal Government Act, Subdivision and Development Regulation*, other Provincial & Federal Acts and Municipal Bylaws.
- Receiving, analyzing, and processing subdivision applications.
- Coordinating the County's response to subdivision applications and implementation of subdivision approvals.

4. Development Authority (5%)

- Providing advice, guidance, and administrative services to Council, developers, consultants, the public, other departments, and external agencies in relation to planning and development.
- Providing oversight and direction to staff issuing permits.
- Reviewing the permits to be issued by department for accuracy.
- Issuing permits as a designated officer where applications meet requirements.
- Reviewing development files for completeness.
- Providing problem de-escalation or answering questions on interpretations from Council, staff, or public.
- Performing the duties as the Development Authority for the County of St. Paul.
- Reviewing development advertisements.
- Reviewing or overseeing the review of buildings and property covered within the applicant's purchase agreement and determining if these are compliant with Land Use Bylaw requirements.
 - Reviewing the Real Property Report (PRP) provided.
 - Working with land owner(s) and/or land owner's lawyer's office to gain compliance.
 - Issuing a compliance certificate as appropriate.



- Receiving, reviewing, and processing compliance certificate and file search requests.
- Reviewing the compliance certificates to be issued by department.

5. Statutory Plans Development (10%)

- Preparing new or amendments to existing statutory plans, land use bylaws, and policies in relation to planning and development.
- Researching and preparing reports, background studies, and presentation materials.
- Participating in the development and revision of bylaws, policies, and development agreements as well as other documents (i.e., caveats) associated with subdivision and development.
- Enforcing municipal bylaws in relation to planning and development and issuing stop orders when needed.
- Facilitating monthly meetings regarding subdivision, development, and road closures with the various County departments.
- Assisting the Secretary of the Subdivision & Development Appeal Board (SDAB) in the event of an appeal.
- Representing the municipality in the event of an appeal to the SDAB or Land and Property Rights Tribunal.

6. Safety Codes Act (5%)

- Maintaining the County's Accreditation under the Safety Codes Act.
- Overseeing the recruitment, selection, and retention of the County's Safety Codes provider.
- Coordinating County subdivision and development decisions with the County's Safety Codes provider.
- Receiving and reviewing inspection reports and recommendations from Safety Codes third party inspectors.
- Overseeing the issuing of permits and orders as appropriate.
- Reviewing the contract of contracted inspection agency; and negotiating terms and renewing as appropriate.
- Facilitating a meeting with the Safety Codes Committee once a year.

7. Supervision and Human Resources (10%)

- Responsible for the hiring, supervision, training, mentoring, dismissal, and performance management of County staff.
- Ensuring that all decisions and actions are consistent with the policy frameworks, ensuring all staff are aware of the human resources and safety policies, programs, processes, and procedures, including timely communication, and ease of access and availability of the supporting documentation.
- Adhering to Health and Safety Legislation and the County of St. Paul safe work policies and procedures always, ensuring the protection and safety of self, co-workers, the public, and environment.
- Supporting and ensuring follow through on any OH&S or other HR investigations as required.
- Setting the annual / quarterly / monthly measures, goals, and objectives for each of the direct reports and ensuring timely follow up and action plans.



- Preparing letters of offer or reviewing letters prepared by others for all staff.
- Preparing and keeping current job descriptions for all staff, including addressing any questions or concerns on job evaluation or job level; working with the CAO or designated HR position to resolve.
- Providing coaching and mentoring to staff.
- Delegating work, as appropriate, to staff to fulfill the requirements of the organization.
- Approving work schedules and training requests within budget and policy.
- Workforce and staff planning for the department to fulfill the annual operating plans, as well as address future tactical and operating plans as indicated through the strategic planning process.
- Approving overtime for department, as required, within budget, and in accordance with legislation.

Key Responsibilities, Region

Regional Planning (40%)

- Working with the Town of St. Paul, Town of Elk Point, and the Summer Village of Horseshoe Bay, to provide or oversee the provision of a full range of land use planning, subdivision, development review / approval services, and appeal services.
- Assisting or overseeing the assistance to respective Councils and their citizens on all land use and development matters.
- Overseeing the review, analysis, and adoption / refusal of new Statutory Plans (public or private) and Land Use Bylaws.
- Receiving, analyzing, reviewing, and processing amendments to Statutory Plans (public or private) and Land Use Bylaws.
- Ensuring compliance with the *Municipal Government Act (MGA)*.
- Undertaking special projects legislation or process changes or additions for both rural and urban municipalities as required.
- Providing any of the services outlined in Sections 1 to 7 above as requested by the Towns or Summer Village.

Reporting Relationships

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the County, acting reasonably, to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to:

- Chief Administrative Officer (CAO), for the County of St. Paul

Position directly supervises the following:

- Planning and Development Officer
- Contract employees, contractors, or agencies related to planning and development

Position indirectly supervises within the department:

- No positions currently.



Knowledge, Skills, Abilities

- The following are required in this position:
 - 12-15 years progressively responsible experience within a municipal planning and development department, including leadership and supervisory experience.
 - Related post-secondary Degree in Urban & Regional Planning, Applied Land Use, Geography, or Urban Studies.
 - Knowledge and experience working with municipal councils, applying the *Municipal Government Act (MGA)*, the *Subdivision and Development Regulation*, along with other Provincial and Federal Acts, and municipal Statutory Plans, Land Use Bylaws, and related policies.
 - Knowledge and experience working with the public, including providing problem-solving or decision-making at the management level and/or within an escalated decision-making framework.
 - Ability to build and manage relationships and resolve issues and conflict in an effective, inclusive, transparent, and calm manner.
 - Ability to grow and develop a team to be successful, including the ability to guide / coach / mentor staff and provide direction and correction in a consistent, timely, and respectful manner.
 - Ability to be open-minded, honest, and fair.
 - Ability to exercise good judgement and be initiative-taking.
 - Being accountable for own actions and to manage multiple, and often conflicting, priorities, while maintaining attention to detail, accuracy, and meeting deadlines.
 - Excellent verbal and written communication skills that allow for clear communication of complex matters.
- The following are considered assets or preferences in this position:
 - Experience in a management position related to municipal planning and development.
 - Registered Professional Planner designation through the Albert Professional Planners Institute.

Working Environment, Physical Conditions and Capabilities

- This position works primarily indoors in an office setting.
- Limited physical requirements of standing, walking, bending, and sitting. Sitting for longer periods of time may be required given the administrative nature of the role.
- Use of hands, finger dexterity for typing / writing is required.
- Work is of a moderate to high pace, with periods of time where time pressures or stresses may be experienced given deadline requirements, working with the County Council, or public relations are required.

