

Position Description

PLANNING AND DEVELOPMENT OFFICER



Position title: Planning and Development Officer

Department: Planning and Development

Reports to: Regional Director of Planning & Development

Position Summary

Reporting to and receiving direction and guidance from the Regional Director of Planning and Development, and through the application of the *Municipal Government Act (MGA)*, the *Subdivision and Development Regulation*, along with other Provincial and Federal Acts, and the County's statutory plan, policies and bylaws, the Planning and Development Officer is responsible for exercising professional judgement relative to subdivision and development authority support for the Subdivision and Development Authorities, issuing compliance certificates, and issuing development permits. This position may have a role to play within the Regional Emergency Management Plan with training required and provided for them. Given the experience of the individual in the role, this position may provide informal work guidance to other Planning and Development / County staff as required.

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

Development Authority (70%)

Under the direction and guidance of the Regional Director, exercising professional discretion while carrying out the duties of the Development Authority for the municipality including carrying out duties as prescribed by the *Municipal Government Act*, *Subdivision and Development Regulation*, other Provincial & Federal Acts and Municipal Bylaws (e.g., Municipal Development Plan, Land Use Bylaw).

Providing information and interpretation on the development and permitting process in accordance with the Municipal Development Plan, Land Use Bylaw and Safety Codes Act, its regulations, and the discretion of the Development Authority.

- Interact with individual landowners, groups, developers, agencies, and the public regarding the planning and development process.
- Receive, analyze, and process development permit applications (residential, commercial, industrial and other uses), under the Land Use Bylaw and in accordance with Federal, Provincial, and Municipal planning requirements and regulations.
- Assist with the preparation of statutory plans, bylaws, and policies in relation to planning and development for review by the Regional Director.



- Prepare development advertisements as well as any other public notifications required or assigned.
- Execute duties as a Development Authority for the municipality.
- Prepare for and present or assist in the preparation and presentation to the appropriate Appeal body (Subdivision and Development Appeal Board or Land and Property Rights Tribunal).
- Work as a team with Taxation/Assessment Technician, Bylaw Enforcement Officer, other County Department staff, and the Regional Director regarding issues of encroachment and enforcement of the same.
- Provide letters of consent to cross Municipal Reserve Land for residents wishing to obtain a permit through Alberta Environment and Parks for the installation of a dock.

Support for Subdivision Authority (15%)

- Interact with individual landowners in the negotiation of development agreements required as part of the Subdivision process.
- Provide landowners with information required to meet conditional approval of subdivisions.
- Coordinate/inspection of parcels of land being subdivided for suitability of subdivision, access issues, etc.
- Provide letter of conditions met for landowners during the subdivision process.
- Maintain a list of approach deposits and coordinate with Public Works when deposits need to be returned or transferred to operating revenue.
- Collect Municipal Reserve monies required as part of subdivision. Report this annually to the Finance Officer.

County Compliance Process (5%)

- Exercise judgement in the review of buildings and property covered within the applicant's purchase agreement, the Bylaw context in which permits were first issued, the Bylaw context and Real Property Report (RPR) provided within the terms of the current sale/purchase agreement, along with discussions with the landowner and/or landowner's lawyer's office.
- Issue a decision for the County, including the appropriate use of the process and document (e.g., form "B" or "C") and in compliance with Land Use Bylaw requirements.
- Receive, review, and process compliance certificate and file search requests.

Special Projects (10%)

- Undertake research and special projects related to Planning and Development at the direction and guidance of the Regional Director as required.
- Assist with the completion and submission of yearly internal Safety Codes Audits for Safety Codes Council as required.
- Assist with the external Safety Codes Audits when required by Safety Codes Council with Alberta Municipal Affairs, including implementing any recommendations.
- Conduct or assist in the delivery of public engagements.
- Other duties may be assigned.

Reporting Relationships

Planning and Development Officer
26/7/16



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.

The position reports directly to the Regional Director of Planning and Development; formal supervision and performance management is undertaken by the Regional Director. Where the work requires, this position may provide informal work guidance to other Planning and Development, County Department, and / or temporary staff as required.

Position directly supervises the following:

- None currently. (The Position may mentor / train / guide the work of other in consultation with the Regional Director.)

Positions indirectly supervised within the department:

- None currently.

Knowledge, Skills, Abilities

The following are required in this position:

- Related degree in land use planning, urban studies or geography or an Applied Land Use Planning Certificate (ALUP).
- Training in planning, land use, urban and rural land development, plan preparation, development control, and municipal administration.
- Minimum of one (1) to two (2) years of progressively responsible experience in planning and development directly dealing with compliance, development permitting, and subdivision processing. However, candidates with lesser experience may be considered.
- Knowledge and experience applying the *Municipal Government Act (MGA)*, *Matters Related to Subdivision and Development Regulation*, Statutory Plans, Bylaws, and other related and non-related legislation.
- Ability to navigate the discussions necessary with individual landowners as the representative of the County supporting the Subdivision and Development Authority.
- Ability to be respectful, and resolve issues and conflict in an effective, inclusive, transparent, and calm manner.
- Time management skills, including punctuality.
- Ability to be accountable for own actions and to work well on a team, including being able to keep an open mind, be honest, fair, and to interact with all levels of staff and individuals external to the County courteously, respectfully, and effectively, ensuring that a positive attitude is employed in day-to-day work.
- Ability to exercise good judgement, be proactive, and respect confidential information.
- Ability to manage multiple, and sometimes conflicting, priorities, while maintaining attention to detail and accuracy.
- Excellent verbal and written communication skills that allow for clear communication of complex matters.



- Intermediate skills in MS Office suite of products.
- Ability to learn and adapt to the changes within external software programs.

The following are considered assets or preferences in this position:

- Eligibility for membership with the Alberta Developers Officers Association (ADOA) and/or Alberta Professional Planners Institute (APPI).
- Safety Codes Council Development Permit Issuers training.
- Valid Driver's License.

Working Environment, Physical Conditions and Capabilities

- This position works primarily indoors in an office setting.
- Limited physical requirements for office / indoor activities: standing, walking, bending, and sitting; carrying, setting up and disassembling light equipment – computers, projectors, displays / presentation materials, moving tables and chairs. 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.
- This position also includes outdoor work to conduct site inspections, terrain, environmental and land use analysis in all seasons.
- Physical requirements for outdoor activities in all seasons: standing, walking over rough, uneven, vegetated and wet terrain; carrying and using light equipment outdoors – camera, computer, clip board.
- While performing the duties of this job, the employee is regularly required to talk, see, and hear.
- 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 and public relations are required.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this position. The above statements are not intended to be an exhaustive list of all responsibilities and activities required of the position.

