



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1047

CATEGORY: Management & Organizational
Functions

ROLE DESCRIPTION – DEVELOPMENT OFFICER

Specific duties and responsibilities:

1. To assist and advise the Director of Planning & Development on matters to support planning policy and other Department program initiatives.
2. To develop and maintain a working knowledge of the Municipal Government Act, the Subdivision and Development Regulation, the County's Municipal Development Plan and Land Use By-law, Inter-Municipal Development Plans as well as other plans and planning studies as may be approved from time to time by County Council.
3. Be familiar with other legislation or regulations which may be relevant to planning practices.
4. To review, analyze and make recommendations on subdivision applications.
5. To attend meetings of County Council with respect to planning reports on applications for subdivision, or other planning matters as required.
6. To decide when development permit applications may be considered by the Development Officer under the Land Use By-law.
7. To review, analyze and make recommendations on development permit applications that must be decided by the Municipal Planning Commission. To attend meetings of the Municipal Planning Commission as required.
8. To attend and make presentations at appeal hearings before the Subdivision and Development Appeal Board and Municipal Government Board, as required.
9. To prepare agreements for subdivision and development approvals in consultation with the Director of Planning & Development.
10. To ensure compliance with conditions of subdivision approval and development permits.
11. To review survey plans and descriptive plans submitted for final approval.
12. To issue orders of compliance pursuant to the Land Use By-law and Municipal Government Act under the direction of the Director of Planning & Development.
13. To prepare opinions on interpretations of planning policy and by-law regulations.
14. To research and help develop reports on current and emerging policy issues.
15. Helps to monitor the performance and effectiveness of the Municipal Development Plan and the Land Use By-law, and advise on any changes that may be necessary.
16. To assist in the preparation of local planning documents and other Department studies.
17. To consult with area municipalities, other government agencies, developers, planning consultants, property owners and the public as required.

Effective

Policy Date: 06/02/14

Reference: Res. # 06-088

Revision:



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ROLE DESCRIPTION – DEVELOPMENT OFFICER (Continued . . .)

18. Liaison with other County departments.
19. To assist in drafting responses to government discussion papers and other consultation documents.
20. To assist with the preparation of public information material.
21. To assist with updates of planning and development information on the County's web site.
22. To respond to internal and external requests for information.
23. To attend conferences, courses and other training workshops, and may hold membership in any organization, as directed or approved by the Director of Planning & Development, for the purpose of enhancing the ability of the Development Officer to perform his/her duties.
24. To undertake any additional duties as may be required from time to time by the Director of Planning & Development.

Effective

Policy Date: 06/02/14

Reference: Res. # 06-088

Revision:
