



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1049
CATEGORY: Management & Organizational Functions

ROLE DESCRIPTION

MANAGER OF PLANNING & DEVELOPMENT SERVICES

The Director of Planning and Development Services will report to the County Clerk

Duties of this position will include the following:

- Direct the operation of the County's Planning & Development Department.
- Provide leadership, support and guidance to Department staff.
- Develop and maintain an expert knowledge and understanding of the Municipal Government Act, the Subdivision and Development Regulation, the County's Municipal Development Plan and Land Use By-Law, as well as other plans and planning studies as may be approved from time to time by County Council.
- Be familiar with other legislation or regulations which may be relevant to planning practices.
- Attend meetings of County Council and Committees of Council, the Municipal Planning Commission and Subdivision and Development Appeal Board as required, and advise on land use planning and development matters.
- Report on Department activities and projects
- Liaison with neighboring municipalities, other levels of government, the private sector and the public, respecting land use planning and development matters.
- Assist with the preparation and maintenance of all County planning documents, including the Municipal Development Plan and Land Use By-law.
- Advise on any policy or by-law changes that may be deemed appropriate.

Effective

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- Manage administrative activities related to the rezoning of land, issuing of development permits, safety codes permits and subdivision approvals.
- Coordinate and manage the drafting, negotiation and implementation of development agreements.
- Ensure compliance with conditions of subdivision approval and development permits.
- Review and if delegated to do so by the County Manager, endorse survey plans and descriptive plans submitted for final approval.
- Act as liaison with the contracted Municipal Inspection Agency.
- Participate in or lead interdepartmental and inter-municipal projects.
- Prepare responses to government discussion papers and other consultation documents.
- Work collaboratively with other Department heads to achieve the goals and objectives of the County.
- Represent if requested to do so, the County at public information meetings which may be held with respect to any planning processes.
- Coordinate and assist with the preparation of public information material.
- Maintain effective public relations with ratepayers and general public and present a positive County image.
- Provide training courses on Subdivision and Development Appeal Board Jurisdiction and Procedures; Municipal Planning Commission on the Municipal Government Act, Municipal Development Plan, Land Use Bylaw, and other planning documents and procedures; other informational sessions deemed appropriate to members of the general public.
- With the approval of the County Manager/County Clerk, attend conferences, seminars and holds membership in any organization with the objective of improving the ability of the Director of Planning & Development to perform his/her duties.
- Assist in the preparation of the budget for the Planning & Development Department.
- Evaluate the performance of Department staff.
- Undertake any additional duties as may be required from time to time by the County Manager.

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