



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 1050

**CATEGORY:** Management & Organizational Functions

### **ROLE DESCRIPTION** **DIRECTOR OF PLANNING & DEVELOPMENT SERVICES**

The Director of Planning and Development Services will report to the County Manager. Duties of this position will include the following:

1. Direct the operation of the County's Planning & Development Department.
2. Provide leadership, support and guidance to Department staff.
3. 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.
4. Be familiar with other legislation or regulations which may be relevant to planning practices.
5. 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.
6. Report on Department activities and projects to County Council.
7. Liaison with neighboring municipalities, other levels of government, the private sector and the public, respecting land use planning and development matters.
8. Oversee the preparation and maintenance of all County planning documents, including the Municipal Development Plan and Land Use By-law.
9. Advise the County Manager on any policy or by-law changes that may be deemed appropriate.
10. Manage administrative activities related to the rezoning of land, issuing of development permits, safety codes permits and subdivision approvals.
11. Coordinate and manage the drafting, negotiation and implementation of development agreements.
12. Ensure compliance with conditions of subdivision approval and development permits.
13. Review and endorse survey plans and descriptive plans submitted for final approval.
14. Assume responsibility for directing enforcement actions necessary to achieve compliance with the Land Use By-law, or the conditions of development approval.
15. Direct the contracted Town of Athabasca Bylaw Enforcement Officer for enforcement actions and general patrol within the County.
16. Act as liaison with the contracted Municipal Inspection Agency.

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Effective

Policy Date: 06/02/14

Reference: Res. # 06-088

Revision:

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## **MUNICIPAL POLICY MANUAL**

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### **Role Description – Director of Planning & Development Services (Continued . . .)**

17. Participate in or lead interdepartmental and inter-municipal projects.
18. Prepare responses to government discussion papers and other consultation documents.
19. Work collaboratively with other Department heads to achieve the goals and objectives of the County.
20. Designated Inter-Municipal Emergency Public Information Officers Team Leader in event of a crisis.
21. Represent the County at public information meetings which may be held with respect to any planning processes.
22. Coordinate the preparation of public information material.
23. Maintain effective public relations with ratepayers and general public and present a positive County image.
24. 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.
25. With the approval of the County Manager, 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.
26. Prepare budgets for the Planning & Development Department.
27. Monitor and control the expenditure of funds in accordance with the budget approved by County Council.
28. 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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