

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca
phone: 780-645-3301



Our Mission - To create desirable rural experiences

Planning & Development Officer

Position Summary

Reporting to the Director, Planning and Development, the Planning and Development Officer is responsible for exercising professional discretion relative to subdivision and development authority, support for the Subdivision Authority, issuing compliance certificates, and issuing development permits. The Planning & Development Officer will carry out duties as prescribed by the *Municipal Government Act (MGA)*, the *Subdivision and Development Regulation*, along with other Provincial and Federal Acts, and the County's statutory plans, policies and bylaws (e.g. Municipal Development Plan, Land Use Bylaw).

This position may have a role to play within the Regional Emergency Management Plan, with training required and provided. Given the individual's experience, this position may provide informal work guidance to other Planning and Development / County staff as required.

The County is looking for two, full-time Planning & Development Officer positions, one permanent and one maternity-leave coverage.

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%)

- Provide 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 Director.

- Prepare development advertisements as well as any other public notifications required or assigned.
- Oversee contract with Safety Codes Provider, ensuring payment of fees is per agreement.
- 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) as required.
- Work with Taxation & Assessment Technician, Bylaw Enforcement Officer, other County Department staff, and the Director, Planning & Development 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 to negotiate 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 a 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 and report this annually to the Finance Officer.

County Compliance Process (5%)

- Exercise judgement in the review of buildings and property covered within an 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 land owner and/or land owner'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") in compliance with Land Use Bylaw requirements.
- Receive, review, and process compliance certificates and file search requests.

Special Projects (10%)

- Undertake research and special projects related to Planning and Development at the direction and guidance of the Director, Planning & Development as required.
- Assist in completing and submitting yearly internal Safety Codes Audits for the Safety Codes Council as required.

- Assist with the external Safety Codes Audits when required by the Safety Codes Council with Alberta Municipal Affairs, including implementing any recommendations.
- Conduct or assist in the delivery of public engagements (e.g. Public Hearings).
- And any other duties that may be assigned.

Knowledge, Skills, Abilities

The following are required in this position:

- Related degree in land use planning, urban studies, or geography.
- Training in planning, land use, urban and rural land development, plan preparation, development control, and municipal administration.
- At least two (2) years of progressively responsible experience in planning and development directly dealing with compliance, development permitting, and subdivision processing (candidates with lesser experience will be considered).
- Knowledge and experience applying the *Municipal Government Act (MGA)*, the *Subdivision and Development Regulation*, Statutory Plans, Bylaws, and other related and non-related legislation.
- Ability to navigate discussions with individual landowners as the representative of the County supporting the Subdivision and Development Authority.
- Ability to be respectful, resolving issues and conflict in an effective, inclusive, transparent, and calm manner.
- Time management skills, including punctuality.
- Accountable for own actions and works well on a team, including the ability to keep an open mind; to be honest and 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:

- 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

- (e.g. computers, projectors, displays/presentation materials, tables and chairs).
- Sitting for longer periods may be required given the administrative nature of the role.
- Use of hands and finger dexterity for typing and writing is required.
- This position occasionally includes outdoor work to conduct site and terrain inspections, and environmental and land use analyses 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 (e.g. camera, computer, clipboard).
- While performing the duties of this job, the employee is regularly required to talk, see, and hear.
- Work is a moderate-to-high pace, with periods where time pressures or stresses may be experienced given deadline requirements.
- Working with the County Council and public relations are required.

Application Deadline and Requirements

These positions have negotiable start dates, with the maternity leave coverage beginning no later than September 16, 2024, and ending in September 2025 (with a possibility of extension).

Applications will be accepted until **Friday, July 26, at 4 p.m.** Interested candidates can send their cover letter, resume, and references to jobs@county.stpaul.ab.ca.