



Town of High Level  
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## DIRECTOR OF PLANNING AND DEVELOPMENT

REPORT TO: CHIEF ADMINISTRATIVE OFFICER

INCUMBENT:

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Reporting to the Chief Administrative Officer (CAO) the Director of Planning and Development is responsible for developing and implementing policies and procedures related to land use administration, and the planning, development, administration, and implementation of a comprehensive urban planning program for the Town of High Level. Director of Planning and Development provides specific technical expertise in land use planning and works with a team of in-house or contracted planners, urban designers, landscape architects and engineers and others to complete land development, master planning, and strategic planning projects.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars, and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

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### RESPONSIBILITIES

#### MUNICIPAL PLANNING

1. Lead and prepare the development of Municipal Development Plans, Land Use Bylaws, Area Structure Plans, Area Redevelopment Plans, and related amendments.
2. Process, review and/or provide comments on applications for plans of subdivision, amendments to Land Use Bylaws, development permits and related matters.
3. Responsible for the the project management of planning and special projects or studies related to population, land use, development trends, municipal zoning, parks and recreation zoning and location, environmental, economic development, strategic planning, and related matters.
4. Respond to research requests and inquiries from municipalities, academic institutions, and other levels of government.
5. Develop and/or revise policies and regulations for municipal planning documents and as required, prepare associated reports.
6. Create, oversee, and maintain agreements with developers and tenants leasing Town-owned land.
7. Responsible for the implementation of all Planning & Development action items and SMART goals built into the Town's Strategic Plan, evaluate and monitor plan implementation progress, and able to determine when new approaches are required.
8. Strategically research, gather data and other necessary information to effectively analyze the planning merits of all development proposals, subdivisions, statutory and non-statutory planning documents.
9. Lead, facilitate and develop reports on in-person, virtual and online public and stakeholder engagement activities related to planning initiatives, special projects, and Bylaw amendments as required.
10. Manage stakeholder conflict situations, and work with stakeholders with a goal to overcome identified barriers or challenges by building consensus and/or developing recommendations.

11. Investigate current and historic planning, development, environmental, and economic development related issues, and demonstrate effective problem-solving techniques to identify viable solutions.
12. Develop and manage planning-related spatial and inventory datasets (i.e. civic addressing, roadway, dwelling, infrastructure, land leases, temporary accommodations, and attribute feature data for Asset Management System).

#### **DEVELOPMENT CONTROL**

13. Responsible for the administration of the Land Use Bylaw.
14. Supervise the Planning and Development staff and provide mentorship in the execution of their urban planning and development duties (i.e., Land Use Bylaw amendments, Municipal Development Planning, GIS functions and mapping, urban and economic development).
15. Ensure applications for development and Safety Codes permits are processed in a timely manner while ensuring compliance with provincial statutes and regulations, the Land Use Bylaw and associated development regulations.
16. As required, assist applicants with completing required development applications, including preparation of all required information.
17. As required, issue application notices, decisions, and permit approvals on *permitted and discretionary use* development applications.
18. Monitor development, planning and Safety Codes educational requirements for elected officials, employees and volunteers and make arrangements to complete as necessary.

#### **MUNICIPAL ENFORCEMENT**

19. Responsible for the supervision and direction of the Bylaw Enforcement and Community Peace Officers.
20. Ensure compliance with provincial statute and regulations, including all requirements of the Community Peace Officer Program through Alberta Justice and Solicitor General.
21. Ensure compliance with contractual policing and dispatch services agreements.
22. Ensure municipal enforcement staff are proactively building and maintaining positive relationships with all community members.
23. Establish and maintain communication and reporting procedures with the RCMP, Fire Department, EMS, and other protective and emergency service providers.
24. Respond to public inquiries and investigate all complaints related to municipal enforcement duties and staff.
25. Prepare reports and make recommendations respecting the possible course of action for municipal enforcement for review by the CAO and presentation to Council.

#### **ADMINISTRATION**

26. Maintain a working knowledge of the *Municipal Government Act*, and other relevant legislation and regulation, and the Town of High Level bylaws, policies, procedures, contracts, and agreements.
  27. Prepare and submit to the CAO the annual capital and operating budget for the Planning and Development department, including municipal enforcement.
  28. Procure equipment and supplies for the Planning and Development department, including municipal enforcement, and ensure that such material is in a state of good repair, practical and functional.
  29. Meet with, prepare correspondence for, and make presentations on planning and development matters to councils, committees, boards and other authorities or groups.
  30. Attend Council meetings and meetings of committees or taskforces as required.
  31. Prepare and submit internal and external reporting as required.
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32. Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation, new and emerging planning and political trends and literature.
33. Effectively represent the municipality in public and landowner/applicant meetings.
34. Develop monthly and annual department reports for Council, and complete regular municipal enforcement file review as required by Alberta Justice and Solicitor General.
35. Maintain a thorough knowledge of all custom Planning & Development computer hardware and software as utilized and provide support to Finance & Administration department staff, coordinating with the Town's information technology contractor for necessary program updates.
36. Demonstrate political awareness of current and historic issues, opportunities and matters as they relate to the Town and planning in general.
37. Demonstrate effective negotiation skills with an ability to listen effectively, build mutual understanding and seek compromises when required.
38. Provide ongoing mentorship, and capacity building regarding ownership and accountability for the Planning & Development staff and all Municipal Enforcement staff, through Performance Evaluation goal setting, and in the performance of daily professional duties.

**HEALTH AND SAFETY**

39. Actively participate in and adhere to the Workplace Health & Safety Program as per the Town of High Level Health & Safety Policy and associated Administrative Directives.

**GENERAL**

40. Confer and cooperate with Town of High Level departments, staff, and volunteers, and with local, regional, government and other relevant agencies to ensure the Town's goals and objectives are met and this position's duties are completed.
41. Perform any duties as assigned or required by the Director of Emergency Management or CAO during an emergency response by the Town of High Level.
42. Perform other related duties within the scope and authority of the position, as required.
43. Consistently uphold and demonstrate professional ethical standards when conducting professional duties internally and externally.

**EDUCATIONAL REQUIREMENTS**

The minimum level of education required to perform these responsibilities are:

1. Post-secondary degree in urban, regional, or municipal planning.
2. Active membership in the Alberta Professional Planners Institute and/or the Canadian Institute of Planners is required.
3. Certified Local Government Management designation is considered an asset.

**EXPERIENCE REQUIREMENTS**

The minimum experience required to perform these responsibilities are:

1. Minimum of 5 years' experience in a municipal planning environment; handling statutory planning, subdivision, and development/building permitting.
2. Demonstrate excellent project management skills, particularly within complex, high profile, large-scale, or time-sensitive projects.
3. Thorough understanding of rural, urban, and regional planning, the applicable regulatory environment for each aspect of the planning process, implementation techniques and consultation processes.

4. Effective written and oral communication skills with experience presenting to small and large groups in both casual and formal settings.
5. Demonstrate excellent conflict resolution and stakeholder management skills.
6. Strong computer capabilities, include computer assisted design (CAD) and/or geographic information systems (GIS).
7. Ability to supervise Planning and Development, and Municipal Enforcement staff.
8. Excellent time management and organizational skills, along with adaptability in responding to unexpected or changing priorities.
9. Ability to read and understand technical drawings related to planning and development, land use and subdivision applications and projects.
10. Thorough understanding of and previous experience with the municipal subdivision and development appeals process.

### **GUIDANCE RECEIVED**

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

1. *Municipal Government Act*, and other related Statutes and regulations.
2. Reference manuals and materials.
3. Written or oral directives received from the CAO; and
4. Town of High Level Bylaws, Policies and Procedures.

### **CONTACTS**

The position will frequently have contact with the following:

1. Alberta Government Departments.
2. Town of High Level Mayor and Council Members.
3. General Public.
4. Town of High Level staff and volunteers.
5. Town of High Level and regional organizations.
6. Other municipalities.
7. First Nations and Metis governments and representatives.
8. Consultants, engineers, and surveyors.

### **ENVIRONMENT**

Features of work, which may create unusual demands or, which may create physical and/or mental stress are:

1. Dealing with a wide variety of personnel, activities and tasks with limited human resources or financial resources.
  2. Extensive travel, regionally, provincially, or nationally.
  3. Time constraints exerted to ensure work is completed, and to meet deadlines.
  4. Requires discretion and strict confidentiality in all matters.
  5. Frequent interruptions for tasks, information, and assistance to public and staff.
  6. Evening and weekend meetings.
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**SIGNATURES**

I have read and understand the contents contained within this job description. The Chief Administrative Officer for the Town of High Level has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of the Director of Planning and Development. This description will form the basis for my classification level and the basis for my performance evaluation.

**Employees Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_