

**Position Title:** Manager of Planning and Development

**Organization:** Town of Devon

**Job Type:** Full-Time, Permanent

**Work Schedule:** 37.5-hour work week (8:00 a.m. to 4:30 p.m.)

**Application Deadline:** Friday, March 21<sup>st</sup>, 2025

#### **Description**

The Manager of Planning & Development is responsible for interpretation and enforcement of statutory plans, policy and legislation; the development, processing, evaluation and issuance of development & permit applications and the Quality Management Plan, while providing high quality customer service.

This position prepares communications for reporting purposes to Mayor, Council and the senior management team, and is the administrative liaison to the Sub-Division Appeal Board. Reporting to the General Manager of Planning and Operations and supervising the Safety Codes Officers, the Manager of Planning & Development is a key position in the department.

#### **Key Responsibilities**

- Develop and maintain expertise in the Municipal Government Act, Subdivision and Development Regulations, and the Town's statutory plans and Land Use Bylaw.
- Ensure compliance with Part 17 of the Municipal Government Act and administer the Land Use Bylaw through the permit process.
- Lead and supervise internal safety codes and building inspectors, manage external consultants and contractors, and collaborate with the Planner on various projects and issues.
- Evaluate, process, and approve development permit applications, and review and assess applications for amendments to the Land Use Bylaw and statutory plans for single or multi-parcel developments.
- Conduct inspections to ensure compliance with development permit conditions, investigate property complaints, and review and approve Land Use Bylaw Compliance Certificate applications.
- Prepare and research information for the Request for Decision process and ensure development permit conditions are met by coordinating with Building Safety Codes Officers and other provincial agencies.
- Prepare bylaws, notices, and agendas for public hearings related to development applications, and provide advisory support and recommendations to Council on planning and development issues.
- Make decisions on development permit applications in accordance with the Land Use Bylaw, attend Council meetings, public hearings, and other public events as required.
- Support Economic Development initiatives, including business licenses and other related applications, and work with contracted professional planning services on statutory planning documents and related planning and development documents.

### **Our Ideal Candidate**

- Post-Secondary education in Land Use Planning, Development and related disciplines including completion of Applied Land Use Planning Certificate (ALUP), or equivalent.
- A minimum of 5 years in planning and development or a related field. Equivalent combinations of education and experience will be considered.
- Membership with the Alberta Development Officer Association (ADOA) is preferred.
- Proven experience in supervising personnel and demonstrating management capabilities.
- Working knowledge of the Municipal Government Act, municipal land use planning documents.
- Ability to interpret policies and bylaws, work independently and collaboratively, and manage confidential information.
- Strong interpersonal, communication, organizational, and time management skills are essential.

### **Our Total Compensation Package Includes:**

- An annual salary ranging from **\$97,006 to \$122,222**, based on experience and education.
- Employer-paid health and dental benefits (extended coverage, vision, travel insurance, long-term disability, life insurance)
- Health and Wellness Spending Account
- Local Authorities Pension Plan (LAPP)
- Annual sick days, personal days, and vacation time, starting at 4-weeks for managerial roles.
- Professional development opportunities (conference and seminar support)
- Access to the Mental Health & Culture Program and Social Committee events

### **How to Apply**

Apply now via our [online applicant tracking system](#) to lead meaningful change in Municipal planning and development, working with a dedicated team and engaged leadership to shape the future of our community!

We remind applicants that a pre-employment requirement is a Criminal Record Check & valid Driver's License and satisfactory Driver's Abstract.

*We thank all applicants who have applied for this opportunity. Only candidates shortlisted for an interview will be contracted.*