

TOWN OF COALHURST DEVELOPMENT OFFICER

Position Title: Development Officer

Reports To: Chief Administrative Officer

Position Summary

The primary responsibility of the position is to respond to inquiries, from internal Town staff and/or from the general public, regarding development permit and construction permit matters. Furthermore, this position must work within the parameters of the Municipal Government Act, Municipal Development Plan, Intermunicipal Development Plan, Land Use Bylaw, Area Structure Plans, outline plans and other Town policies.

Duties and Responsibilities

General

1. Ensure that development occurs in compliance with the Municipal Government Act, the Subdivision and Development Regulations, the Municipal Development Plan, the Intermunicipal Development Plan, Area Structure Plans, the Land Use Bylaw and other plans, bylaws and policies established or adopted by the Town.
2. Ensure the effective implementation and administration of all development permit approval processes in support of the Planning and Development function through the relevant provincial and municipal legislation.
3. Ensure effective implementation and administration of all construction permit approval processes in support of the Alberta Safety Codes through the Town's Uniform Quality Management Plan (UQMP).
4. Review existing bylaws and municipal policies; recommend changes as required to Chief Administrative Officer.
5. Contribute to developing and maintaining processes, policies and procedures to ensure a fair and efficient review of development proposals and applications.
6. Provide on-going development assistance and support to Town staff and departments; provide mentorship to administrative clerical staff.

Customer Inquiries

1. Respond professionally and in a timely manner to development inquiries, both internally and from the general public.

2. Ensure that all development information that is provided in response to inquiries is according to recognized planning and development standards and principles.
3. Provide interpretation of and information about planning documents; strive to help people better understand the development process and requirements.
4. Maintain positive public relations regarding land use and development policies established by the Town to achieve maximum awareness of bylaws and voluntary compliance.
5. Regularly update the Chief Administrative Officer on development issues and concerns and action(s) taken to resolve issues and concerns.

Permit Management

Review, process and issue development permit and construction permit applications.

A. Development Permits

1. Maintain development permit records, according to established Town policies, practices and procedures. Ensure the filing system is current, accurate and accessible by Town staff.
2. Meet with applicants to ensure development permit applications comply with the Municipal Government Act, the Subdivision and Development Regulations, the Municipal Development Plan, the Intermunicipal Development Plan, Area Structure Plans, the Land Use Bylaw and other plans, bylaws and policies established or adopted by the Town.
3. Investigate and process development permit applications, including conducting record searches, background reports, preparing recommendations and other related administrative matters, as required.
4. Circulate permit information to relevant government agencies, Town departments and other referrals as needed, to ensure that decisions are coordinated, cohesive and collaborative.
5. Determine conditions for approval of development permits, taking into consideration the Town's Land Use Bylaw, other relevant plans, bylaws and policies established or adopted by the Town.
6. Prepare for discretionary use permit applications, and other reports as required for review by the Municipal Subdivision and Development Authority (MSDA).
7. Issue the decision for development permit applications in accordance with the relevant planning and development regulations, requirements, bylaws and policies established or adopted by the Town; provide assistance and information to applicants in meeting the conditions of development permits; resolve issues arising from development permit approvals.

8. Process Certificates of Compliance including variance requests, encroachment agreements, letters of zoning and licence of occupations.
9. Issue warning letters and/or STOP Orders on developments that are in contravention of the Land Use Bylaw or other enforcement and land related issues.

B. Construction Permits

1. Maintain construction permit records according to established practices and procedures set out by the Alberta Safety Codes Council, using the provincial Electronic Safety Information Tracking Environment (e-site). Since this site is not accessible by Town staff or the general public, provide information from the site as required.
2. Meet with applicants to ensure construction permit applications comply with Alberta Safety Codes Council requirements and the Town's UQMP.
3. Issue the decision for construction permit applications, in accordance with the regulations and requirements set out by the Alberta Safety Codes Council and the Town's UQMP.

Other Duties

1. Attend all meetings, prepare agendas, record minutes, handle all correspondence and serve as Secretary of the MSDA.
2. Attend Council meetings, Council Committee meetings, public open houses, public meetings and other planning and development related meetings, as requested by the Chief Administrative Officer.
3. Prepare and present development permit appeal information to the Municipal Subdivision and Development Appeal Board.
4. Prepare monthly development activity reports for presentation to Chief Administrative Officer and Town Council, including development and building permit statistics.
5. Maintain a positive working relationship with contributing outside agencies, such as the Oldman River Regional Services Commission (ORRSC), engineering services, solicitors and other government agencies.
6. Assist Chief Administrative Officer with negotiation, preparation and review of development agreements, utility right of ways, easement agreements, caveats, encroachment agreements and any other land related agreements to be registered at the Land Titles Office.
7. Assist with Land Use Bylaw amendments and other development bylaws, as required, for Council meetings and public hearings, adjacent landowner notification and circulation to other provincial bodies.

8. Undertake other tasks, duties, responsibilities and special projects as required within the scope of the position.

Qualifications

To be effective in performing the position described above, the following is required:

1. Post-secondary diploma or degree in Land Use Planning, Urban and Rural Development, Human Geography or related disciplines or a combination of equivalent education experiences, desired; must present a general willingness to obtain additional training/education.
2. Preferable to have two (2) years of related experience; or a combination of academic and work experience.
3. Eligible for membership in Alberta Development Officers Association (ADOA).
4. Strong organizational, communication, customer service and interpersonal verbal and written skills; must be willing and able to work with the public, staff, Council and external agencies in a courteous and efficient manner; able to work independently and as part of a team.
5. Knowledge of the responsibilities of a non-safety codes officer permit issuer under the Safety Codes Act and Permit Regulation AR 204/2007 and is eligible to obtain a Designation of Power Certificate.
6. General knowledge of federal, provincial and municipal legislation; willingness to obtain continuous education of applicable and constantly changing legislation, regulations and policies related to land use planning and development.
7. Possess skills required to operate computer systems software and related applications including word processing, spreadsheets and databases; must be willing to continue learning and adapting to new computer applications and software; must have general mapping ability and map reading ability.
8. Able to manage multiple tasks and assignments, meet with people, prepare reports and work with various levels of administration, other government agencies and the public.
9. Ability to maintain confidentiality regarding information received or collected.
10. Possess an appropriate valid operator's licence (a valid Alberta Class 5 Motor Vehicle Operator's Licence minimum).