



Manager Planning & Development Permanent Full-Time

Nestled in the foothills of the Rocky Mountains, Sundre has a compelling history and a promising future. We take pride in being a sustainable community with a population of 2,700+ residents. Experience a love for nature, safe neighbourhoods, and a place where you can make a difference.

The Opportunity:

Reporting to the Chief Administrative Officer, the Manager of Planning & Development will be responsible for all facets of planning and development including land use planning, strategic planning and global information system (GIS).

As an active team player, you will be responsible for maintaining Town statutory plans and the Land Use Bylaw, processing amendment application requests, subdivision applications and information requests in accordance with our municipal bylaws and agreements. As Manager, you will be involved in current and long-range planning and will continue focusing on current planning projects such as Planning and Development Department organization and updating, bringing development to the Town and the Municipal Development Agreement.

The Ideal Candidate:

You have the ability to develop creative solutions to advise and support Town Council in the orderly development of the Town of Sundre. You understand the importance of building and maintaining rapport with a variety of stakeholders.

Qualifications:

- Minimum 3 years of related experience
- Diploma or University degree in Land Use Planning or a related field
- Sound knowledge of related provincial legislation and the Alberta subdivision process
- Local Government Certificate is an asset
- Sound project management skills
- Experience reviewing development plans and policies
- Excellent interpersonal skills

This full-time permanent position begins as soon as possible. We offer a competitive salary ranging from \$66,000 – \$77,000 (salary currently under review) and a comprehensive benefits package. Please view a complete job description on our website at www.sundre.com. Interested candidates can submit their cover letter and resume by 12:00 pm on March 1, 2012 to:

Wanda Watson-Neufeld
Director of Corporate Services
Town of Sundre
Box 420
Sundre, Alberta T0M 1X0
Email: wanda.w@sundre.com

We thank all applicants in advance, but only those applicants chosen for interviews will be contacted.



Town of Sundre

Position Description

Position Title: MANGER OF PLANNING & DEVELOPMENT

Reports to: Chief Administrative Officer

Staff Supervised: Assistant Development Officer

Last Updated: January 23, 2012

Position Description:

The Manager of Planning and Development is responsible for providing development authority to the Town of Sundre by processing development applications and agreements, providing interpretation, explanation and guidance to members of the general public, developers and landowners, Administration, Council and related Boards. Duties shall be performed in accordance with applicable Land Use Bylaws and Land Use Planning documents.

Primary Responsibilities:

Development & Administration

- Assist and advise public on the Municipal Government Act, Land Use Bylaw and Municipal Development Plan policies and procedures
- Develop and maintain knowledge of the Municipal Government Act, Subdivision and Development Regulations, and the Town's land use plans and bylaw
- Ensure compliance with the Municipal Government Act as it relates to development control and authority
- Administer the Land Use Bylaw and approve development permit applications and applications for the amendment of the Land Use Bylaw or other statutory plans
- Receive and process subdivision applications
- Provide exceptional customer service in providing public information and answering inquiries relative to departmental services, property management, fee schedules, bylaws, development control standards and regulations, and related land information
- Inspect developments for conformity to development permit conditions as well as investigate property complaints
- Review and approve Land Use Bylaw Certificates of Compliance
- Prepare for and attend meetings of Council, Public Hearings and other public events as required
- Prepare bylaws, notices and agendas for public hearings relative to development applications

- Mentor and supervise Assistant Development Officer as needed
- Oversee the preparation of monthly/annual summary of development statistics and provide information to Statistics Canada and other organizations

Planning

- Prepare, administer and maintain statutory land use plans including Municipal Development Plan, Inter-Municipal Development Plan, growth studies, annexation planning, area structure plans and area redevelopment plans
- Assist and advise the public on land use planning and development matters and facilitate the application for development or subdivision approval
- Maintain a liaison with planning officials of other local governments, Parkland Community Planning Services and other planning entities

Municipal Planning Commission (MPC)

- Act in an advisory role to the MPC regarding planning and development issues
- Provide reporting and recommendations to the MPC on planning and development matters

Subdivision and Development Appeal Board (SDAB)

- Provide technical support at appeal hearing and represents the Development authority at SDAB hearings

Other

- Assist with Development budget creation and manage Development budget
- Code Development and Subdivision invoices in a timely manner
- Establish development and permitting polices, process and procedures
- Maintain confidentiality in all aspects of required position functions unless otherwise directed while maintaining the boundaries of the Privacy Act
- Other duties as required or assigned

Preferred Qualifications:

- Post secondary education and training in Land Use Planning, Developments and related procedures, including LGA Planning and Development
- Membership with Alberta Development Officers Association or Canadian Institute of Planners
- A minimum of three (3) to five (5) years directly related experience in a municipal planning and development environment
- Working knowledge of Part 17 of the Municipal Government Act and the Municipal Land Use Planning documents
- Highly developed interpersonal and written communication skills
- Proficient organizational and multi-tasking skills with the ability to work as a team player with minimum supervision and effective management of time
- Competent working knowledge of MS Office suite and other computer software
- High degree of personal initiative, integrity, professionalism and political sensitivity
- Class 5 drivers license
- Knowledge of Sundre and area