

DEVELOPMENT OFFICER

SOUTHWEST PLANNING DISTRICT

Municipalities of Brenda-Waskada, Deloraine-Winchester, Two Borders, and Town of Melita

Hours:

Monday – Friday on an as needed basis.

8:30 – 4:30 pm

Duties:

The responsibilities of this position are to administer the Planning District Development Plan and Municipal Zoning By-laws,

1. Be responsible for maintaining and updating the Employee Procedures Manual around planning applications, development plan and zoning by-law amendments in accordance with the requirements of the Planning Act.
2. Ensure procedures established in the Employee Procedures Manual for the processing of Planning applications and Development Permit applications are adhered to.
3. Provide advice and information to the Public, municipal authorities and the Board in matters relating to the use and development of land.
4. Provide input on policies and by-laws referencing the Development Plan or municipal zoning by-laws.
5. Provide advice to all applicants with respect to the Development Plan, Southwest Planning District policies, and the Zoning By-law requirements as they pertain to proposed developments.
6. Conduct site visits when required.
7. Conduct or sign off on the Development/Zoning Review for each Development or Building permit application.
 - a. Ensure that all proposed new or expanding development complies with any development agreements, variation, and conditional use orders in place and any other applicable municipal by-laws or agreements.
 - b. Notify an applicant if a Planning Application is needed prior to the issuance of a development or building permit and provide advice and forms.
 - c. Notify applicants of the need for and ensure you have received for all new development, and the establishment of new uses related to land and buildings, any additional required local approvals, permits and licenses prior to construction.
8. Determine applicable Development Permit Fees and issue Development Permits (where required).
9. Issue Development Permits for new developments that are in conformance with the Southwest Planning District Development Plan and applicable member municipal zoning by-law.
10. Conduct or sign off on all on-site Development Reviews for all Development Permits – including pictures, building and site measurements, when required and close out file.
11. Receive, review, and provide advice to an applicant asking for Planning application items (Conditional Uses, Variances, Zoning By-Law, or Development Plan amendments)

12. Write or issue Zoning Memorandums.
13. Attend Southwest Planning District Board meetings, and Planning application Public Hearings, and other meetings as required.
14. Responsible for approving or rejecting minor variations (as delegated by municipal authority).
15. On request, attend member municipal Council meetings, on matters involving zoning and the use and development of land including those matters that are incompatible with local zoning by-laws and the Development Plan.
16. Review and send findings for requests from Community Planning for Subdivision reviews.
17. Investigate and when required issue Orders for illegal developments.
18. Maintain liaison with other municipal and provincial departments and agencies in the processing and review of Development Permits.
19. Represent the Board at any hearing or court proceeding related to the enforcement of the Development Plan and member municipal zoning by-laws or other applicable by-laws of which the Board has agreed to administer.
20. Prepare annual reports on development activities and any other related reports required by the Board.
21. Maintain a complete record of all correspondence related to the review, approval, permitting and required enforcement actions regarding all development within the Southwest Planning District.
22. Be responsible for the preparation of background reports, and or briefs for the Board or member municipal Councils on any amendment or on any subsequent appeals.
23. Provide administrative reports in accordance with requests from the Board.

Requirements:

- ◆ Must possess a High school diploma or educational equivalent.
- ◆ Must possess a valid Class 5 driver's license and have a good driving record.
- ◆ Willingness to attend conferences and training sessions as approved by the Board.

Please submit the following:

- ◆ Application Letter
- ◆ Resume
- ◆ Three (3) References

to: swpd2022@gmail.com no later than Friday, April 5, 2024.