



West Hants Regional Municipality Development Officer Job Description

Position Title: Development Officer
Department/Division: Planning and Development
Reports To: Director, Planning and Development
Direct Reports: No
Pay Level: 4
Classification: Full-time
Revision Date: November 2019

Position Summary: The Development Officer is appointed by Council and is responsible for administering the land use and subdivision by-laws as provided by the Municipal Government Act, as well as responding to inquiries related to zoning, subdivision and property information, interpreting the by-laws and planning and development matters in general.

JOB DUTIES AND RESPONSIBILITIES

Application Review & Processing

- Reviews development permit, site plan approval and variance applications.
- Enters applications into TownSuite software as required.
- Issues or refuses development permits and site plan approvals in accordance with the applicable land use by-law or development agreement and grants or refuses variances in accordance with the *Municipal Government Act*.
- Reviews subdivision applications and approves or refuses plans of subdivision in accordance with the applicable subdivision by-law and regulations. Coordinates the input of other staff, provincial departments and other agencies regarding subdivision applications.
- Arranges and administers bonding and agreements as needed for subdivision and development agreements.
- Reviews outstanding applications and takes appropriate follow-up action.

Consultation

- Provides detailed information, interpretations and technical advice on subdivision and development in response to general inquiries, applicants, elected officials, other staff, outside agencies, and committees.

Administration, Monitoring & Enforcement

- Administers land use and subdivision by-laws as provided by the Municipal Government Act.
- Administers all development agreements in effect.

- Undertakes monitoring to identify individual violations of land use and subdivision by-laws and development agreements and recommends appropriate enforcement action.
- Reviews policies and regulations and makes recommendations on their administration, development and amendment. Provides advice and recommendations on amendments to planning policies and subdivision and land use by-laws.

Activities

- Conducts site investigations as needed.
- Maintains appropriate records of all development control, subdivision and zoning activities.

Committee Involvement

- Prepares development and subdivision reports and statistics as required for committees, Council and various agencies.
- Attends Council, committee and other meetings as required.

Professional Development

- Keeps up to date on legislation and regulations related to responsibilities by attending seminars, conferences, courses, and meetings, subject to the Director's approval.
- Perform other job-related duties as assigned