

# Development Officer

Reports to: Chief Administrative Officer  
Works with Enforcement Officer and Administrative Assistant



## Community background

The Rural Municipality of North Shore was founded on rich traditions of community organization, institution building, neighborliness, and rural industry. The community still identifies with its productive land and sea resources and coastal setting. Additionally, the community takes pride in its welcoming nature and hospitality. Situated near the PEI National Park and near to the capital city of Charlottetown, our community expands during the summer, as a haven for Islanders and non-Islanders alike.

After a recent amalgamation with two other neighbouring communities, the municipality is continuing to scale up operations to better serve our residents. It is also one of the fastest growing communities in PEI, according to Statistics Canada.

## Duties and Responsibilities

This description contains most of the ideal scope of tasks in the Development Department. Depending on the qualifications, experience, and desired working hours of the top candidate, the exact details can be negotiated prior to signing a work contract. For a very experienced candidate, who is available for limited hours, additional administrative support can be provided, with the candidate training that assistant, allowing the Development Officer to focus on higher level tasks. For candidates with less directly related experience, the Municipality would continue to use Registered Professional Planners on a contract basis for more complex files.

### Land Use Control

- Process applications for approvals, which includes providing clear and professional communication (email, phone, or in person) with relevant parties involved with applications
- Review and analyze supplied information (completed forms, drawings, reports) to ensure the necessary information has been provided and decide whether to approve an application that complies with bylaws, applicable Acts, and regulations, or to reject the application.
- Respond knowledgeably to inquiries regarding the use of land or buildings, applications, and other applications of the Land Use Bylaw
- Prepare technical reports pertaining to rezoning, subdivision proposals and related planning matters
- Work with the Enforcement Officer to follow necessary enforcement steps for development issues to achieve compliance with the Land Use Bylaw (and/or other applicable bylaws/legislation) including site inspections, inspection reports, violation review, follow-up communication, and proposing solutions

### Legislation and Policy

- Develop a deep understanding of the RMNS Land Use Bylaw and Official Plan, and be able to apply the bylaw to specific situations, citing the relevant sections of the Bylaw that relate to the situation
- Develop and maintain a working knowledge of the relevant legislation and/or regulations, including, *Municipal Government Act, Planning Act, and Environmental Protection Act*

- Assist with preparation of official plan and land use bylaw amendments and updating the Bylaw
- File approved and endorsed documents at the Registrar of Deeds
- Prepare Development Agreements when required
- Prepare documentation for any appeals of development decisions, such as through IRAC

Liaise with Council, Planning Board, Provincial Government

- Act as advisor to the Planning Board (prepare documents, attend meetings, suggest course of action)
- Liaise with government agencies and departments on development related matters.
- Participate in periodic review of Land Use Bylaw and Official Plan

Other duties

- Recommend new or revised policies and procedures to improve workflows
- Compile statistics and data, including monthly reports for provincial government and council.
- Use GIS programs or other services such as Google Earth to prepare maps for analysis or communication purposes
- Keep the CAO informed respecting community development and planning matters
- Other responsibilities as assigned

To collaborate with the administrative assistant on completing these tasks, delegating as appropriate:

- Verify, record, and process permit applications and supporting documents
- Handle day-to-day requests for permit and other planning approvals
- Maintain document filing system for development applications and related documents
- Prepare advertisements for public meetings in accordance with legislative and bylaw requirements
- Prepare presentations for public meetings regarding certain development applications

## Job Requirements

### Education - MINIMUMS

University degree in land use planning and either candidate or full certification as a registered/licensed professional planner. *This is strongly preferred.*

-OR -

University degree in land use planning or a related discipline (ex. civil engineering), and 2+ years of relevant experience

-OR-

A College level program in a related discipline (Engineering Tech, architectural tech, construction tech), plus 5+ years of related work experience

### Education – Assets

- Post-Secondary education of any level, including short courses in Land Use Planning or Development
- GIS Training
- Certification(s) from relevant professional organizations
- Additional degree(s) and/or diploma(s) in relevant field of study

## Interpersonal skills – MINIMUMS

- Strong interpersonal communication skills, including the ability to clearly explain concepts in writing or orally, with people of various skill levels (public, developers, engineers, staff, Council, other agencies)
- Ability to work independently with minimal supervision and within a team environment, and to adapt to a dynamic work environment
- Ability to prioritize daily work schedule including considerations for overall departmental goals
- Strong sense of work and personal ethics and a commitment to client confidentiality

## Interpersonal skills – ASSETS

- Excellent interpersonal skills (verbal, oral, and listening) or previous job experience in a service industry
- Skilled at facilitating public consultation and/or building group consensus
- Ability to facilitate, negotiate and resolve conflict, and achieve objectives

## Work Experience – MINIMUM

- Basic knowledge of local construction and development industry practices

## Work Experience – ASSETS

- Working knowledge of the *Municipal Government Act* and *Planning Act*
- Experience working with any legislation, regulation or legal documents
- Deeper knowledge of construction practices such as the National Building Code and its regulations
- Strong experience and understanding of community planning practices, principles and procedures, land use planning legislation, land use planning preparation, public participation processes and the ability to integrate and utilize knowledge in rural and urban planning settings.
- Knowledge of engineering and/or architecture

## Jobs Skills – MINIMUMS

- Basic knowledge in Microsoft Office products (update an existing spreadsheet, write documents), and to be able to ask for help and receive guidance as needed
- Good time management and organizational skills
- Attention to detail and high level of accuracy
- Ability to integrate and utilize information, data, or laws to real world applications.
- Ability to read and interpret technical drawings (site plans, engineering drawings, survey plans)
- Ability to accurately perform mathematical calculations to process applications and/or determine compliance with bylaws
- Working knowledge of map reading and ability to navigate throughout the municipality.
- Ability to interpret, implement, and adhere to policies and procedures

## Jobs Skills – ASSETS

- Intermediate or advanced skills in Microsoft Word, Excel, and PowerPoint, or other relevant programs.
- Experience in GIS or CAD systems

- Experience working in a municipal government
- Research and writing skills
- Superior organizational, analytical, research, problem solving and decision-making skills
- Working knowledge of property law
- Ability to stay up to date on amended or new regulations, which may affect municipal development approvals.
- Possession of a valid Class 5 drivers' license
- A strong understanding of the PEI land use and local governance context, including priorities and issues
- Familiarity with local government planning and budgets

## Working Conditions

- Extensive use of computer and telephone.
- Occasional walking in an outdoor environment
- Flexible working hours to accommodate evening meetings scheduled approximately once per month.
- Hybrid working arrangements may be possible after an initial training period

## Working Hours

- To accommodate the greatest number of potential candidates, the time commitment for this job is open to negotiation prior to signing an employment contract. The scope of the job can be adjusted to better match the preferred time commitment and skillset of the selected candidate.
- Minimum 15 hours per week. Maximum 40 hours per week. For candidates wishing to work full-time hours, we may create a shared services agreement with a nearby community.
- For candidates working at least 20 hours a week, group health insurance is available after 6 months, to be 50/50 cost shared with employer.
- Work Term: One-year term contract with possibility for extension.

## Pay information

- Rate of pay will be commensurate with education and experience, ranging from \$30-51 per hour, depending on education, experience, and status of certification as a professional planner. The low point would apply for individuals with less education and/or experience, while the high point is for a Registered Professional Planner, with significant work experience, requiring minimal training, who can mentor other staff and provide strong policy guidance.

## HOW TO APPLY

By email to [CAO@northshorepei.ca](mailto:CAO@northshorepei.ca) including a resume, references, and cover letter. Applications will be reviewed on an ongoing basis until a suitable candidate is found.