

## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Manager, Community Planning	
Position Number(s)	Community	Division/Region(s)
21-2111	Yellowknife	Community Governance/HQ

## PURPOSE OF THE POSITION

The Manager, Community Planning is responsible for providing advice and support to community governments and MACA staff regarding community planning and land development programs and activities. This is intended to support and enhance community government capacity to develop and administer community planning instruments and to undertake land development programs that address local needs and requirements.

This position works and carries out its responsibilities in accordance with GNWT acts, regulations, policies and departmental procedures that include such things as the *Community Planning and Development Act*, the *Property Assessment and Taxation Act*, the *Cities, Towns and Villages Act*, and the *Hamlets Act*.

## SCOPE

The Manager, Community Planning reports to the Director, Community Governance in Yellowknife and supervises two direct reports. The incumbent is responsible for providing expert advice and assistance to community governments on matters relating to the development and administration of land use plans, community plans, zoning bylaws and area development plans.

The position also provides advice and assistance to community governments, MACA staff and other Departments regarding the land development process and its implementation within municipal boundaries. Advice and assistance to community governments may include direct support for local community planning initiatives as well as more general capacity building through the development of education and training materials such as technical manuals, guides and informational items. The position also involves undertaking Environmental Site Assessment type work associated with land and asset transfers of municipal infrastructure to community governments.

## **RESPONSIBILITIES**

- 1. Provide advice and assistance to local governments in the preparation, implementation and administration of Community Plans, Land Use Plans, Zoning Bylaws and Area Development Plans**
  - Assessing and prioritizing the updating and development of community planning instruments
  - Advise and guide community government Council and staff through the process required to develop or update a planning document
  - Assist community governments with aspects of the community planning process such as the project terms of reference, the selection of consultants and reviewing draft documents
  - Monitoring the status of community plans based on statutory requirements, availability of designated growth areas etc to identify communities that may require updating to their community planning instruments
  
- 2. Provide advice and assistance to local governments in developing and implementing community land development projects and programs**
  - Assess community government inventories, demand and priorities for the planning and construction of developed land
  - Develop a vacant lot inventory for NWT communities that identifies communities with most immediate need for land development
  - Provide advice and assistance to community governments regarding the appropriate scope of a project and site selection
  - Provide advice and assistance to community governments regarding the legislative framework for land development
  - With input from other MACA staff, provide advice and assistance to community governments regarding land development capital planning
  - Review applications for subdivision and provide advice and recommendations to the Director of Planning regarding their approval
  
- 3. Provide advice and assistance to local governments, MACA staff and other government departments and agencies regarding NWT planning legislation, policies and procedures**
  - Provide advice to Departmental staff regarding the *Community Planning and Development Act* (CPDA) and Regulations including briefings and recommendations to the designated Director of Planning
  - Provide advice and assistance to local governments and other GNWT departments and external agencies with regarding the application of the CPDA
  - Prepare briefing notes, discussion papers and decision papers relating to community planning related issues as well as general research and analysis on an as needed basis
  - Review community planning legislation, policies and procedures to assess whether amendments may be required to address changing circumstances

**4. Provide support and advice regarding Environmental Site Assessments for municipal infrastructure**

- Prepare terms of reference for Environmental Site Assessment projects
- Participate in the review of project proposals and the selection of consultants
- Monitor progress of the project including site visits where warranted
- Provide information regarding the findings of the Environmental Site Assessment to MACA senior management and recommend course of action

**5. Provide advice and assistance regarding development authorized under Federal or Territorial legislation that may impact upon the Department's and/or community interests**

- Review and provide comments on land applications submitted under the Commissioners Land Act or the Territorial Lands Act
- Review and provide comments on development applications submitted under the Mackenzie Valley Resource Management Act, the NWT Waters Act and other submissions received through the Environmental Assessment Tracking System (EATS)
- Provide internal advice and assistance to Departmental staff regarding the regulatory process for municipal infrastructure

**6. Develop a Community Planning training and capacity building program in collaboration with other stakeholders**

- Develop educational and training materials for local governments and the public that promote best practices in community planning
- Develop educational and training materials for local governments and the public that promote best practices in land development
- Develop reference materials for local government staff that support the day to day administration of community planning functions

**KNOWLEDGE, SKILLS AND ABILITIES**

- Expert knowledge of community planning legislation and policies;
- Expert knowledge of the land development process;
- Knowledge of local government procedures and administration;
- Knowledge of public land administration procedures and practices;
- Knowledge of NWT environmental legislation and the environmental site assessment process;
- Ability to work with people in an effective and tactful manner;
- Ability to communicate orally and in writing in an organized and effective manner; and
- The ability to work to deadlines and respond effectively to frequently changing deadlines.

**Typically, the above qualifications would be attained by:**

A graduate Degree in Community Planning or a related discipline and 4 years professional Community Planning experience

**OR**

a Bachelor's Degree in Community Planning or a related discipline and 6 years professional Community Planning experience.

Incumbents must be eligible for membership in the Canadian Institute of Planners

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

No unusual demands.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check