

The RPGA Planning District General Manager is responsible for the following:

The General Manager will play a lead role in land use planning functions of the RPGA Planning District and Municipalities of Rhineland and Altona including assisting residents with building permits applications, conditional uses and zoning by-law variations.

The General Manager will work together with existing Municipal Staff to build an asset Management Program for the communities of Altona and Rhineland

The General Manager will support and help facilitate desired commercial and industrial development consistent with Council policy direction and the RPGA Development Plan.

Responsibilities

- Represent the Planning District to the public, business people, Board members and other agencies at the request of the Board
- Analyze and prepare reports and documents; draft correspondence for Board review and approval
- Prepare RPGA meeting agendas
- Recommend changes to RPGA By-Laws & Policies
- Responsible for land use planning functions including development/building permit applications, conditional uses, variations, zoning by-law amendments, development plan amendments etc.
- Responsible for appropriate communication regarding planning issues with Provincial and Federal Government Departments
- Responsible for ensuring provincial requirements with regard to land use planning are met when advertisements are required
- Assist residents in preparing Subdivision applications
- Responsible to ensure all public notices are posted as per the applicable Acts
- Responsible for the RPGA social media accounts, websites and that they are updated and accurate
- Supervision of all RPGA Planning District Functions and staff such as the Building Inspector
- Administer the RPGA accounts and budget
- Work with Altona and Rhineland to develop and update an asset management program
- Represents the planning district through media interviews and newspaper articles;
- Represent the Municipality and RPGA at conferences, meetings, trade shows, workshops, seminars, roundtables, promotional tours and other venues
- Prepare and present regular reports to the Rhineland and Altona Council's regarding land and asset management issues.
- Oversee the use of the Muni-sight mapping program
- Any other municipal tasks as directed

Committees that may be required to participate in

- RPGA Planning District
- Altona Council
- Rhineland Council
- Local Development Committee's