

### **General Accountabilities**

Reporting to the General Manager of Municipal Infrastructure, the Manager of Planning & Development will lead, mentor, and direct the Planning & Development department in alignment with the Town of Canmore ("Town") strategic vision, goals, and objectives. The Manager of Planning & Development is a respected subject matter expert and liaison with council, administration, and external stakeholders. This role is responsible for strategic planning, leadership and delivery of all planning and development services in the community such as: subdivision, development and building permitting processes, compliance with safety codes and inspection, long term planning documents, and enforcement of the land use bylaw.

### **Specific Accountabilities**

#### *Leading*

- Leads the Town of Canmore culture to attract, retain and motivate employees who achieve results by focusing on:
  - Open, Honest Conversations
  - Developmental Orientation
  - Discernment
  - Collaboration
  - Appreciation
- Actively commits to creating an equitable, discrimination free workplace by raising issues of diversity and inequity, and having the courage to have the conversations needed to move the organization and community toward systemic change
- Has a working knowledge of the Truth & Reconciliation Commission Calls to Action and can connect them to municipal service delivery
- Leads the Town's culture through conversation, team meetings, and developmental sessions, making people the highest priority
- Has conversations with staff in a timely manner and addresses performance issues head on and in a supportive and developmental way
- Maintains a high degree of personal integrity and commitment by being a role model for the Town's core values
- Takes a proactive, consultative approach in working on interdepartmental initiative and ensures the right people are at the table at the right time when making decisions

#### *Job Knowledge*

- Oversees all planning and development related processes including development and building permitting, subdivision applications, and land use bylaw and policy work
- Oversees building code compliance and contract administration
- Oversees the development and review of planning related policies, procedures, and bylaw
- Acts as a liaison to various external stakeholders and committees including Canmore Planning Commission (CPC)

- Ensures adherence to provincial planning legislation (MGA), regulations, and local statutory plans and bylaws
- Responsible for departmental budgets
- Continually seeks to identify efficiencies, improve processes, and adapt to new ways of doing things

### *Political Acumen*

- Provides sound, unbiased advice, recommendations, and guidance
- Understands the workings, structure and culture of the Town and achieves results in a highly public and political environment
- Maintains the trust and confidence of elected officials and the Canmore public
- Anticipates the possible impacts of decisions on the political environment
- Debriefs key political issues and /or influencing factors with the department and communicates the potential and current impacts to the organization and department
- Coaches others to consider political implications
- Builds trusting, respectful, and productive relationships at all levels of the organization and with external organizations

### *Business Acumen*

- Leads on the development of the departmental budget and strategic and business plan initiatives
- Uses proper funding and project planning models to assist with the prioritization of competing initiatives and to develop sound business cases
- Effectively manages resources to achieve results aligned with the Town's organizational goals and objectives
- Maximizes results through management accountability
- Follows Town policies and educates department staff on organizational procedures and priorities
- Possesses the strategic skills to anticipate opportunities and overcome challenges
- Creates a customer focused culture
- Demonstrates a willingness and commitment to learning over time for improved service delivery and organizational efficiency
- Identifies critical stakeholders and brings the right people to the table for collaborative decision-making and service delivery

### *Communication*

- Possesses strong verbal, written and presentation skills demonstrating a clear, concise, and respectful style
- Articulates and influences through communication in a way that facilitates alignment across diverse groups with varying priorities and agendas
- Communicates respectfully and tactfully with all clients and co-workers and proactively shares pertinent information with the team

- Effectively establishes rapport with stakeholders including Council, other managers, employees, external agencies, and community members
- Listens and seeks to understand concerns and issues for the most successful and appropriate resolution for all affected parties
- Accepts and values others' ideas, even when not in agreement

### *Health and Safety*

- Understands and carries out responsibilities outlined for Senior Leaders, Supervisors and Workers in the Health and Safety Roles & Responsibilities document
- Demonstrates commitment to a healthy and safe workplace for all employees, contractors, and volunteers by:
  - Supporting workers to ensure their work is completed safely and demonstrating that their wellbeing is cared for
  - Regularly showing and communicating our commitment to a safe and healthy workplace
  - Clearly articulating legislative and Town expectations and requirements
  - Providing the appropriate level and type of tools and resources to meet or exceed the above

### *Relationships*

- Supports, enhances, and facilitates work through a collaborative approach to building partnerships and relationships with relevant stakeholders
- Identifies and facilitates collaboration inside and outside of the organization
- Actively seeks opportunities to build and maintain a network of contacts
- Builds effective relationships through developing trust, understanding objectives, and sharing ideas/information to solve problems
- Identifies and establishes formal business partnerships to achieve mutual benefits and desired business outcomes

### **Interpersonal Qualities**

- Embodies Town of Canmore Core Values: Wellness, Respect, Integrity, Service and Teamwork
- Enjoys working and is able to thrive in a local government setting
- Perceives what needs to be done and takes initiative to create accomplishment
- Confident, personable, and approachable nature that inspires trust
- Is positive and respectful in communication with others and about others
- Has a calm demeanor under pressure
- Is reliable and action-oriented, keeps their word to meet deadlines and expectations
- Is comfortable addressing and resolving conflict situations

## Education & Certifications

- Degree in Land Use Planning or related field – *required*
- Membership in (or eligibility for membership in) the Canadian Institute of Planners – *required*
- Knowledge of local government or public sector practices and procedures – *required*
- Graduate degree and/or other certification in a related field, such as Planning, Leadership, or Public Administration – *preferred*
- Training or certification in leading and managing teams, health and safety, Truth and Reconciliation, and equity, diversity, inclusion and belonging – *asset*
- Alberta Class 5 driver's license – *asset*

## Abilities & Experience

- Minimum of 10 years progressively more responsible and varied planning experience – *required*
- Experience in leadership in a municipal setting, and/or working with a board of directors – *required*
- Demonstrated ability, interest, and experience in leading, motivating, developing, and mentoring staff – *required*
- Experience in municipal development application processing – *required*
- Thorough knowledge of planning theories, legal principles, and best practices – *required*
- Strong communication, change management and collaborative project management skills – *required*
- Demonstrated success managing and resolving conflict – *required*
- Organizational habits to understand, plan for and meet deadlines, while adapting to changing demands and priorities – *required*
- Advanced proficiency with Microsoft Office/365 applications (particularly Outlook, Teams, and SharePoint) – *required*

*Last updated 2024-01-18 by Whitney Smithers and Amy McShane*