

Why work for the Town of Canmore? Our team is professional, fun, dedicated, and passionate about our community, this work, and the endless opportunities for play in our magnificent Rocky Mountain environment. Our planning landscape includes a unique variety of issues and considerations that provide rewarding challenges, and an opportunity to apply concepts that aren't used in many other places around the world. As an organization, the Town of Canmore exists to serve the community and visitors to Canmore, to support a sustainable future for all, and to ensure the most efficient and effective use of taxpayer dollars.



Position Overview: The Manager of Planning and Development is responsible for leading and managing a dynamic team of planning and development staff, in alignment with our unique culture that is oriented around personal and professional development, collaboration, openness, and service to the community. As a Manager you will also develop the strategic goals and objectives of the department, and will play a critical role in community engagement and communication on significant planning issues and projects. Canmore provides a landscape like no other, with challenges that are legislative, geographical, natural, human, and animal. If you are looking for an opportunity to prove yourself as a strong leader, as well as challenge your planning skills with unique and complex projects, we have the right job for you!

Attributes: The perfect person for this job is an experienced leader with a collaborative work style. You will need to be comfortable engaging others in decision-making, and making decisions with overall organizational priorities and strategies in mind. You must create a rewarding and motivating work environment for your team, and ensure that all team members are involved in, and engaged with the Town's workplace culture. A Master's Degree in Planning, and a minimum of 10 – 15 years of progressive municipal planning experience is required. Membership in any of the Provincial and Territorial Institutes and Associations (PTIAs) across Canada will be considered a strong asset!

Closing Date for Applications: This posting will remain open until filled.

Compensation: The salary range for this position is \$105,905.80 - \$117,681.20 per annum commensurate with skills and experience.

How to Apply: To apply, please combine your cover letter and resume into a single document (PDF or Word) and apply directly on our website at www.canmore.ca. To help us learn more about you, in your cover letter please clearly detail the following:

1. Why you want to be the Manager of Planning & Development for the Town of Canmore and why you choose Canmore as the place to be
2. What leadership skills and experience you have that would make you a great mentor for the team and our community
3. What planning and development experience you have that would help you to successfully navigate the complex issues of our unique mountain town

Prior to receiving an offer of employment, the successful candidate will be required to submit copies of all required certifications and documentation, including driver's abstract and vulnerable sector criminal records check. The Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only those candidates selected for interviews will be contacted.

General Accountabilities

The Manager of Planning and Development is responsible for the overall management of the Planning & Development service area, from staffing, leadership and resources through to oversight of the delivery of planning & development services in the community and overall professional advice to the Town of Canmore.

More specifically, the responsibilities of the manager include:

- Leadership of the department:
 - managing human resources of department staff
 - providing professional development leadership and mentoring
 - budgeting
 - interdepartmental communication
 - providing leadership to projects related to the strategic priorities of Council
- Oversight of development related processes:
 - development and building permitting processing
 - subdivision applications
 - liaison to Canmore Planning Commission (CPC) and Subdivision and Development Appeal Board (SDAB)
 - responsibility for compliance with Safety Codes inspections and contract
 - leadership of long term planning (area structure plans, housing needs, etc.)
- Manage internal and external policies and procedures
- Liaise with external committees, including:
 - Environmental Advisory Review Committee (EARC)
 - Bow Corridor Ecosystem Advisory Group (BCEAG)
 - Teepee Town Task Force
- Manage enforcement related to the Land Use Bylaw

Specific Accountabilities

Leadership

- Lead 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
- Spends time developing and coaching staff, monitoring performance levels and making people the highest priority

- Leads team development sessions
- Has conversations with staff in a timely manner and addresses performance issues head on and in a supportive and developmental way
- Attends and participates in Managers meetings.
- Develop and leverage the competencies of others to achieve organizational success and deliver results in an environment of continuous improvement
- Engage employees, the public and other stakeholders on issues that impact the Town of Canmore and its constituents
- Maintain a high degree of personal integrity and commitment by being a role model for the Town of Canmore core values

Political Acumen

- Develop the strategic goals and objectives for the Planning & Development department
- Develop the preparation and revision of the Municipal Development Plan (MDP), Land Use Bylaw and other statutory plans
- Provide sound, unbiased advice, recommendations and guidance
- Understand the workings, structure and culture of the Town of Canmore and achieve results in a highly public and political environment
- Maintain trust and confidence of elected officials and the public
- Anticipate the possible impacts of decisions on the political environment
- Guides the work of the team in support of Council direction
- Debrief with your team the key issues and /or influencing factors and explain the impact with the organization
- Coach others to consider political implications

Business Acumen

- Completes all required budget pieces including department narrative, capital worksheets, new position request forms and Team Budget update as outlined and by the deadline
- Follows Town policies and educates team members as it relates to purchasing, recruiting and all areas of the Department
- Effectively manage resources (human, physical, financial, information) to achieve results that are aligned with the Town's organizational goals
- Align resources with service delivery innovations (both cost efficiencies and revenue generation)
- Possess the strategic skills to anticipate opportunities and overcome challenges
- Incorporate best practices from public and private sectors related to management and administration
- Ensure adherence to provincial planning legislation (MGA), regulations, statutes and local statutory plans and bylaws
- Develop and implement processes for land use, subdivision, statutory plans, building inspections, Town policies and the Business Plan
- Create a customer focused culture

Communication

- Possess strong verbal written and presentation skills demonstrating a clear, concise and positive style
- Build trust through presenting ideas clearly and effectively listening to others, even when not in agreement
- Effectively establish rapport with stakeholders including Council, employees, external agencies and community members
- Effectively exchange (obtains and transmits) information, in a variety of mediums, for diverse audiences
- Consistently demonstrate positive, effective communication skills and interactions and proactively share pertinent information with the team
- Represent the department and organization at Council meetings, public hearings, and on Town committees, boards and commissions

Health & Safety

- Leads the health & safety management system as outlined in the Health & Safety Directive and Assignment of Responsibilities
- Ensure the department is well-represented at the health & safety committee

Relationships

- Responds to requests in a timely manner
- Is on time for meetings and meets deadlines
- Support, enhance and facilitate work through a collaborative approach to building partnerships and relationships with relevant stakeholders
- Understand individual and collective agendas and responds appropriately
- Identify and foster strategic alliances and partnerships
- Identifies and facilitates collaboration inside and outside the organization
- Actively seeks opportunities to build and maintain a network of contacts
- Builds effective relationships through developing trust, understanding of the other's objectives and sharing ideas/information to solve problems
- Identifies where efficiencies can be gained and seeks to improve processes and services
- Is willing to implement alternative solutions to what is commonly done
- Uses a flexible approach and creativity to work effectively in a variety of situations and adapt to new ways of doing things

Education & Certifications

- Master's Degree in Planning or related field – *required*
- Membership in (or eligibility for) the Canadian Institute of Planners - *required*

Abilities and Experience

- Minimum of 10-15 years' progressive municipal planning experience – *required*
- Recent and significant experience supervising and mentoring a team of professionals – *required*
- Expertise in municipal development and architectural and urban design review– *required*

- Strong computer skills utilizing word processing, spreadsheets, and accounting software – *required*
- Thorough knowledge of planning theories and principles – *required*
- Detailed knowledge of legal principles related to planning and development - *preferred*
- Demonstrated ability to speak and write clearly - *required*
- Organizational habits to understand, realistically plan for and meet deadlines, while adapting to changing demands and priorities – *required*

Interpersonal Qualities

- Embodies the Town of Canmore Core Value of Wellness, Respect, Integrity, Service and Teamwork
- Confident, personable and approachable nature
- Global thinker
- Self-starter who demonstrates initiative
- Enjoys working independently, as well as collaboratively with teams
- Exercises discretion and judgment in handling sensitive information
- Analyzes and solves problems systematically
- Flexible demeanour to easily manage a variety of day-to-day tasks and a work environment where no two days are alike
- Has a calm demeanour under pressure, is a settling influence in crisis
- Is confident addressing and resolving conflict situations and dealing with angry customers
- Is positive and respectful in communication about others,
- Sees what needs to be done without waiting to be told, and takes initiative to create accomplishment

Last updated: December 14,2018