

ECONOMIC DEVELOPMENT & PLANNING OFFICER

ORGANIZATIONAL UNIT: Administrative

GROUP: Management / Administrative

CLASSIFICATION: Permanent Full – Time (37.5 hours per week)

ABOUT BON ACCORD

The Town of Bon Accord is situated in the heart of Sturgeon County, just 20 minutes north of Edmonton, with a population of 1529 residents. Our mission is to promote and improve our quality of living, enhance our sense of community, and preserve the integrity of our hometown values while growing into a Town that is diverse, prosperous, and welcoming to new residents, businesses, and visitors.

Our rural community boasts three outdoor parks, an arena, skate park, playgrounds, elementary and middle schools, walking trails, wetlands and much more. The Town of Bon Accord offers a healthy work-life balance and is an equal opportunity employer. Come work with us and discover all Bon Accord has to offer!

SCOPE

Reporting to the Town Manager, this position is responsible for Economic Development, Planning and Development, and works with Sturgeon County Bylaw Services to address bylaw related concerns or offences.

RESPONSIBILITIES

Planning & Economic Development

- Act as the Town's Development Authority under the guidance of Municipal Planning Services (MPS).
- In conjunction with the Town's development authority, utilize the Land Use Bylaw to assist in processing and facilitation of decisions regarding development applications.

- Foster positive relationships with various stakeholders, both internal and external to the organization.
- Communicate and respond to inquiries from the public, entrepreneurs, developers, engineers, and all other agents related to business, planning and economic development.
- Ability to communicate and present to Council at regular meetings of Council monthly or as required; written and verbal.

Bylaw Liaison:

- Extensive knowledge of Land Use Bylaws, Community Standards Bylaws, and the Municipal Government Act in relation to infractions and non-compliance situations.
- Lead the management of bylaw complaints through investigation, policy, and procedures, with the aim of providing prompt equitable resolution.

Emergency Management

- Assume the role of Public Information Officer or other role as directed by the Director of Emergency Management (DEM) or Deputy DEM in the Emergency Coordination Centre when activated.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

Knowledge

- Degree, certification or related experience in Economic Development and Land-Use Planning services would be an asset or a min. of 3 years of related experience preferred.
- Prior Municipal Government experience would be a definite asset.
- Excellent written / verbal communications and public relations skills.
- Budgetary, project/fiscal management, stakeholder relations and engagement skills.
- Excellent presentation skills; ability to present and address Council, boards and committees.

- Considerable knowledge of the Municipal Government Act and required statutory plans and related legislation.
- Possess a valid class 5 driver's license and personal vehicle.

Skills

- Strong public relations, customer service and communication skills.
- Excellent interpersonal skills, leadership skills and the ability to build collaborative working relationships.
- Strong problem-solving and conflict management skills.
- Strong presentation and report writing skills.
- High level of organizational skills with the ability to meet deadlines.
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature maintaining confidentiality.

For a detailed position description, please visit <https://bonaccord.ca/p/employment-opportunities>

Excellent benefits and matching RRSP contribution. Salary commensurate with qualifications and experience. Open until filled. Criminal record check required.

Please send cover letter and resume to cao@bonaccord.ca. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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PURPOSE

The Economic Development and Planning Officer/Bylaw Liaison position leads the Town's strategic initiatives relating to Economic Development, acts as the Town's designated Development Authority Officer under the direction of Municipal Planning Services (MPS), and acts as a liaison with the Town's bylaw services provider.

SCOPE

Reporting to the Town Manager, this position is responsible for Economic Development, Planning and Development (in consultation with MPS), and works with Sturgeon County Bylaw Services to address bylaw related concerns or offences. The individual in this role, works collaboratively across all department areas while independently leading these service areas. There are no support staff assigned to this role.

RESPONSIBILITIES

Planning & Economic Development

- Primary point of contact in overseeing the contractual relationship with Municipal Planning Services, the Town's planning consultation and subdivision authority
- Act as the Town's Development Authority under the guidance of Municipal Planning Services (MPS)
- In conjunction with the Town's development authority, utilize the Land Use Bylaw to assist in processing and facilitation of decisions regarding development applications
- Foster positive relationships with various stakeholders, both internal and external to the organization

- Develop and oversee business communication and marketing activities, ensuring effective communication channels and promotional strategies build on brand recognition for both short and long-term growth
- Represent the Town by participating in various regional and local working groups, committees, boards, and industry forums related to business attraction, retention, and investment within the community across multiple sectors
- Establish partnerships and/or collaborate with local and regional partners in promoting the Town of Bon Accord as a destination for business development and investment opportunities
- Communicate and respond to inquiries from the public, entrepreneurs, developers, engineers, and all other agents related to business, planning and economic development
- Review, develop and revise municipal policies and/or procedures when necessary
- Report at scheduled leadership or other internal or external meetings, with clear communication on activity involved in department
- Ability to communicate (written RFD documents and reports) with Council as well as make formal presentations to Council as required
- Ability to manage related budget areas fiscally and responsibly under the direction of the Town Manager
- Development annual budget relevant to department operational needs

Bylaw Liaison:

- Extensive knowledge of Land Use Bylaws, Community Standards Bylaws, and the Municipal Government Act in relation to infractions and non-compliance situations
- Lead the management of bylaw complaints through investigation, policy, and procedures, with the aim of providing prompt equitable resolution
- Ability to investigate, recommend action and respond to complaints in a timely manner in consultation with legal counsel or Sturgeon County Bylaw services.

- Maintain a professional manner while dealing with resident complaints or concerns
- Liaison with Bylaw Enforcement Officers reporting accurate information for investigation
- Maintain accurate records and files relating to actions taken

Emergency Management

- Assume the role of Public Information Officer or other role as directed by the Director of Emergency Management (DEM) or Deputy DEM in the Emergency Coordination Centre when activated.
- Attend training and emergency management exercises as required.

Health and Safety:

- Adhere to all safety policies and procedures.
- Attend safety meetings as required.

Other:

- Undertake other tasks and responsibilities as required within the scope of this position or as directed by the Town Manager.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

Knowledge

- Degree, certification or related experience in Economic Development and Land-Use Planning services would be an asset or a min. of 3 years of related experience preferred.
- Prior Municipal Government experience would be a definite asset
- Excellent written / verbal communications and public relations skills
- Budgetary, project/fiscal management, stakeholder relations and engagement skills

- Excellent presentation skills; ability to present and address Council, Boards and Committees
- Considerable knowledge of the Municipal Government Act and required Statutory Plans and related legislation
- Possess a valid class 5 driver's license and personal vehicle

Skills

- Strong public relations, customer service and communication skills
- Excellent interpersonal skills, leadership skills and the ability to build collaborative working relationships
- Strong problem – solving and conflict management skills
- Strong presentation and report writing skills
- High level of organizational skills with the ability to meet deadlines
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature maintaining confidentiality

Personal Attributes

- Demonstrates a dedication to the position and the community.
- Promotes positive community awareness and public relations.
- Ability to be highly adaptable and flexible to change.
- Display a high degree of professionalism in a complex government and community office.
- Establish strong and positive working relations with both internal and external customers.
- Adheres to the Municipal Code of Ethics.
- Honest, trustworthy, and respectful.
- Maintains a clean standard of hygiene and neat appearance.
- Maintains a neat and orderly work area.

CERTIFICATION

Employee: I certify that I have read and understood the responsibilities assigned to this position.

Supervisor: I certify that this job description is an accurate description of the responsibilities assigned to this position.

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I approve the delegation of responsibilities outlined herein.

Town Manager Signature

Date