

Sturgeon County is seeking an experienced Manager of Planning and Development to lead a dynamic team of staff involved in current and long-term planning, development permitting, compliance and enforcement of land use-related issues, and the County's safety code contract.

As the Manager of Planning and Development, you will play a pivotal role in implementing Sturgeon County's vision for the Sturgeon Valley—while navigating the challenges of balancing policy recommendations with community concerns. The Sturgeon Valley project, a cornerstone of the Council's long-term development strategy, aims to introduce vibrant and sustainable spaces that respect and highlight the County's roots while ensuring alignment with Council direction.

This role offers a unique opportunity to work with Council, the community, and landowners to shape the future of the County. Ensuring sustainable growth and community alignment within a municipality seeking to accommodate multiple development opportunities, including agriculture, commercial, light and heavy industrial development, and a diversity of residential options.

The ideal candidate will excel at building consensus among stakeholders, fostering collaboration between Council, developers, and residents, and leading the Planning and Development team to deliver high-quality outcomes. With the opportunity to impact urban and rural planning in a municipal poised to grow. This role is perfect for a leader who thrives in complexity, values community input, and has a passion for sustainable growth.

If you are ready to take on the challenge of transforming Sturgeon County's future while maintaining its unique character, this role offers the chance to leave a lasting impact on a dynamic and evolving community.

KEY DUTIES AND RESPONSIBILITIES

Leadership & Management (30%)

- Act as a strategic advisor to management and to leadership team to ensure that Council's goals are met through effective land planning and development
- Develops and reports on progress in relation to the annual departmental and corporate business plan, in alignment with Council's Strategic Plan.
- Leads corporate initiatives, department projects, and strategic objectives by fostering engaged teams to successfully execute project deliverables, including championing a culture of collaboration and support to achieve high customer satisfaction.
- Provides leadership, vision, and direction to align with corporate strategies in order to maximize service delivery.
- Develops and manages operational plans and the longer-term direction for the function and activities of the department, as well as participates in the development of policies and standards, in accordance with the priorities of the organization. Sets annual and mid-term goals.
- Develops and prepares annual operating and capital budgets in accordance with the objectives and policies of Sturgeon County. Monitors and controls the expenditure of funds in accordance with the approved budgets.

- Undertakes process reviews, documents processes, and communicates processes with intent to achieve improved operational excellence.
- This includes:
 - Customer service and customer experience assessment and improvements
 - New or enhanced service delivery channels
 - Process and policy development
 - Best practice incorporation and environmental scanning
 - Key performance indicators and measurement
 - General service innovation opportunities
- Maintains effective public relations with public and presents a positive image.
- Ensures compliance with safety legislation and County Health and Safety Management System.
- Develops executive briefings, requests for decisions, and presentations to leadership and Council.

People Leadership (15%)

- Acts as an internal role model for the desired organizational culture and provides direct leadership to department personnel. Elements of that culture include:
 - Nurturing a culture of departmental and interdepartmental collaboration.
 - Encouraging staff to develop a “solution seeking” orientation, while upholding the spirit and requirements of legislation, regulations, bylaws and policies.
 - Creating an open, positive working environment to stimulate open discussion among office, remote, and hybrid employees.
 - Investing time in managing and developing people through career planning and professional development. Provides insightful, motivating, and constructive feedback, coaching, and guidance.
 - Setting clear expectations around supporting and monitoring of employee performance and the conducting of performance reviews.
- By setting and delegating broad work responsibilities for direct reports and managing through general oversight of direct reports.
- Provides rewards and recognition in alignment with the County’s policies and procedures.
- Follows County’s Human Resources policies and procedures when addressing performance or disciplinary investigations and considerations.
- Measures and reports on capacity and diversity to meet current and future needs of the County within departmental program areas.
- Works in collaboration with the Human Resources team to make hiring decisions for approved roles.
- Manages, oversees, and leads the planning and development team.

Corporate, Committee and Client Communication (25%)

- Shares expertise through timely reporting (divisional and corporate) and proactive recommendations to supervisor and, at times, other leadership members, and Council.
- Provides clear and concise background and strategic recommendations.

- Represents the department and/or organization at the Subdivision Authority and Development Authority, public advisory committee meetings, industry meetings, regional committees, association meetings, and other forums as required.
- Provides advice, guidance and accurate responses to the general public, consultants and other agencies regarding planning and development matters.
- Discusses new development plans and major proposals with representatives of the development industry.
- Discusses inputs on County land use plans and/or regulations with stakeholders and residents.
- Maintains awareness and interface into Edmonton Metropolitan Region Board matters of interest to the department and municipality.

Planning and Development Service Delivery and Project Management (20%)

- Develops, amends, and stewards the County's Municipal Development Plan, Land Use Bylaw, and other key long-range planning documents.
- Ensures processes and structures are in place to provide effective and efficient support services offered to land and community developers submitting statutory plans for consideration.
- Oversees the County's interface on regional planning matters and related obligations.
- Ensures highly efficient and customer-centric processing of current planning and development applications. Ensures customers receive regular progress updates where required and clear / positive communication of requirements.
- Ensures a collaborative and efficient relationship and arrangement is maintained with the County's contracted safety codes provider.
- Protects the County's interest and manage risk through advice from County solicitors and others where required.
- Recommends and advances both departmental and corporate projects that align to priorities, including required resources and staging.
- Ensures effective project management and reporting of all projects, focusing on scope, time and cost management, staff qualifications and capacities, required governance, etc.
- Oversees contract development and progress regarding assigned plans and projects.
- Implements the County's project and change management framework to support successful project implementation and acceptance.
- Oversees or interfaces into regional projects and joint efforts.

Other Related Duties (10%)

- May be required to backfill and provide project management support on key projects, including on major strategic initiatives, events, and organizationally focused reports.
- Participates in divisional activities and acts or represents the divisional head when required.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

Required:

- A minimum of 10 years of progressive experience in both municipal planning and municipal development, including supervisory or managerial experience.
- Post-secondary bachelor's degree in planning or equivalent education in a related discipline.
- Registered Professional Planner designation.
- Membership in the Provincial and Territorial Institutes and Associations (PTIA) and other professional associations.
- Advanced knowledge of Planning and Development legislation and regulation in Alberta, and in relation to the municipal context.
- Diverse and comprehensive knowledge and practical experience dealing with public policies, procedures as well as key functions and operations of municipal government.
- Strong professional knowledge of best practices in municipal planning and development, provincially, nationally and globally.
- Environmental awareness of current trends/issues locally, regionally, provincially, and federally, including current academic research or positions of other organizations.
- Experience developing and administering public policies, procedures and the key functions and operations of municipal government.
- Experience in financial management and budgeting, including directing the establishment of appropriate fees and charges.
- Strong interpersonal, relationship-building and communication skills with a proven ability to effectively influence others, with the ability to discuss and reach an agreement on issues in an objective, logical and sensible manner.
- Ability to proactively identify and analyze complex situations/issues and in a large multi-stakeholder organization to recommend sound solutions that are based on experience, research and understanding of the organizational goals and priorities.
- Ability to regularly engage and collaborate with stakeholders to facilitate open and thought-provoking discussions to address current and future needs of the County.
- Demonstrated ability to act as a visionary leader that develops and fosters a community of collaboration and teamwork promoting innovation and continuous improvement.
- Proven leadership and management skills with ability to mentor, coach, motivate, and develop individuals to achieve individual and department goals.
- Ability to manage change effectively and proactively.
- Ability to deal with confidential information with a high degree of diplomacy.
- Ability to work in a team environment or independently.
- Demonstrated ability to prioritize and manage time effectively, working well and effectively under pressure while meeting deadlines, with often conflicting priorities or projects.
- Ability to read, research, create, interpret, and explain policies, directives, procedures, bylaws, meeting minutes, software manuals, and relevant work-related legislation.
- Proficiency with Microsoft Office Suite of office products.

Assets:

- Geographic Information Systems and related tools
- Appreciation for private sector development practices and realities, and economic trends and conditions.
- Appreciation of development engineering and financing realities.
- Post-graduate management and leadership training.
- Graduate degree in a related field is considered an asset.
- Awareness and experience working with rural and major industrial development is preferred.