



Medicine Hat
The Gas City

Executive Profile

City Planner and Director of
Development Services

The City of Medicine Hat

February 2021



City Planner and Director of Development Services

The City of Medicine Hat

Organizational Overview

The City of Medicine Hat

The City of Medicine Hat is a thriving city of approximately 65,000 residents. Located in the beautiful South Saskatchewan River Valley, residents enjoy the beauty and peace of the coulees and rolling prairie which boasts many species of wildlife.

Medicine Hat is a community alive with vibrancy and spirit few communities' witness. The community enjoys the values that are intrinsically tied to our history and quality of life. Medicine Hat strives to achieve City Council's vision of being "a community of choice" where people come to live, work and play.

The City has much to offer residents, visitors and businesses alike. We boast an excellent climate, a safe and healthy community, vibrant arts and entertainment, ample recreation and leisure opportunities and best of all ... the Medicine Hat Advantage.

To read more about this vibrant community, click below to view the [Medicine Hat Story](#).

- [The Medicine Hat Story](#)

The City of Medicine Hat has created a comprehensive update to its guiding vision, the Municipal Development Plan. This project, the myMH Master Plan, is a 30-year citywide plan putting in place strong and visionary policies to help create a more prosperous, livable and sustainable city. Planning and Development Services has created this Plan, incorporating extensive research, specialized expertise and public feedback.

The myMH Master Plan received unanimous approval and was adopted by City Council at Council's regular meeting on October 5, 2020.

To read more about myMH Master Plan – Municipal Development Plan- click below to view the [myMH Master Plan](#)

Position Description

City Planner and Director of Development Services

Reporting to the Managing Director, Strategic Management & Analysis, the City Planner and Director of Development Services is a senior management position that provides leadership, oversight, and financial stewardship for the Development Services department. This department leads the City's future growth and transformation by activating the timely development and related implementation of the municipal development plan for the City, creating a positive foundation for integrated decision-making that is supported by a community of aligned interests. The department leads inter department communication and decision making for policy, standards, and regulations.

The ideal candidate will be a visionary, with the ability to balance existing demands with a focus on the future. They have a proven track record leading an organization towards a vision with a supporting strategic and operational plan.

Relationships

Reports To:

- Managing Director of Strategic Management and Analysis

Direct reports:

- Manager of Development Services & Licensing
- Manager of Safety Codes Services
- Senior Planner
- Superintendent of Policy & Design
- Administration Coordinator

Other Relationships:

- Works closely with other Directors, and relates to City Council through the Managing Director and Committees of Council.
- Acts as a subject matter expert with frequent engagement with Executive Leadership Team on planning/Municipal Development Plan (MDP) and inter-municipal planning matters.
- Develops and fosters close working relationships with various external organizations, related industries, regulating authorities, community and professional organizations.
- Serves the public and clients/customers in a professional and courteous manner in order to maintain integrity of the position.
- Works with a considerable freedom and makes independent judgements in the performance of duties within general guidelines of the corporate policies and procedures.

Key Accountabilities:

- Represents City municipal planning interests, as the City Planner, with community and regional development groups and with development governing bodies.
- Engages with external and internal stakeholders to lead the development and subsequent implementation of the City's Municipal Development Plan (MDP), achieving an aspirational but realistic vision with clear actions that can lay the foundation to deliver the MDP through time.
- Determines the overall strategic direction of the department in collaboration with staff. This comprises of the development and implementation of policies and procedures relative to the department's functional mandate.
- Creates a shared vision in the preparation, approval implementation, monitoring and reporting of the department's operating and capital business plans in accordance with the corporate policies and guidelines.
- Provides guidance and support in the planning, directing and coordinating

City Planner and Director of Development Services

The City of Medicine Hat

of various operational and administrative activities of the department. Establishes roles and responsibilities and holds staff accountable to meeting department annual work plans and commitments.

- Acts as the lead approval authority on development and subdivision applications at the department level, and where appropriate, at the division and City level; serves as the lead resource of the department to the Municipal Planning Commission, Subdivision and Development Appeal Board and other internal and external committees and organizations, pertaining to the department operation.
- Initiates and promotes team building and open communication. Develops and implements user-friendly approaches in the delivery of the department and City Planning services.
- Acts as a member of the City Senior Leadership Team to participate in the development of corporate strategies, policies and procedures.
- Ensures development and maintenance of all statutory plans, Land Use Bylaw and other policies and plans that may be required in accordance with the City's development vision and the provincial legislation.
- Ensures all Engineering Standards are developed and maintained.
- Ensures land development services such as development agreements, reviews of performance by private developers, approvals of subdivision and site development drawings are handled in a timely manner.
- Ensures the provision of Safety Codes services in accordance with the Uniform Quality Management Plans together with the National and Provincial Safety Codes.
- Responsible for day to day leadership and management of the department's functional responsibilities.
- Other related duties as assigned.

Candidate Profile

The City Planner and Director of Development Services will have the following knowledge and skills:

Priority Criteria:

- Successful completion of a Bachelor's Degree in a City Design/Policy Field (Land Use Planning, Civil Engineering, Architecture, Safety Codes, Urban Design, etc.) from a recognized post-secondary institution.
- Ten (10) years experience in a diversified municipal environment providing planning services and leading staff, including five (5) years in a senior management capacity in a complex organization.
- Member in good standing or eligible for a professional designation as a Certified Planner (CIP) or Professional Engineer (P.Eng) is preferred.
- A management approved combination of equivalent education and experience may be considered.

Core Competencies

- Demonstrated strategic, agile leader who is able to anticipate business opportunities and influence organization wide policy planning initiatives and is comfortable taking calculated risks with proper cost/benefit and risk/reward analysis.
- Thorough knowledge of Alberta legislation, together with principles and best practices relative to the area of responsibilities.
- Proven ability to deal with customers/clients, public and stakeholders in a positive and harmonious fashion, understanding and being aware of the reputation of the City when communicating with internal and external stakeholders.
- Exceptional organization, leadership, management and conflict resolution skills including the ability to exercise independent judgement and decision making in a work environment requiring teamwork, organizational and political sensitivity.
- Adept at synthesizing broad, complex concepts, ideas, analytics and strategies into practical policies, programs and services others can implement and maintain.
- Proven ability to think strategically, recognize gaps/opportunities, and be comfortable in moving across organizational lines to initiate action.
- Excellent proven communication skills (including facilitation and presentation) to express ideas engage various stakeholders and influence action.
- Demonstrated ability to exercise decisiveness with tact and discretion.
- Demonstrated strong business and political acumen.
- Proven ability to build new and innovative collaborative partnerships with external agencies, industry associations and internal departments.
- Strong financial and budgetary skills along with demonstrated strategic business planning skills.
- Proven OR Skilled ability to understand, clarify, and define varying staff and often competing community goals and objectives in order to formulate plans based on Council priorities using technical and managerial expertise.
- Proven leadership competencies including the ability to maintain and promote a cooperative, collaborative results-focused team environment with staff from various disciplines in the performance of their duties, ensuring a commitment to health, wellness, and safety.
- Ability to function effectively in a diverse, fast paced and demanding work environment with challenging and often competing priorities.

The City of Medicine Hat is committed to an inclusive and diverse workplace that reflects the richness of the community. The City welcomes applications from all qualified individuals, including individuals within the employment equity categories of women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of

diverse gender and sexual orientation and all groups protected by the Human Rights Code.

Location

Medicine Hat, Alberta

Boasting over 92 kilometers of hiking and biking trails and over 100 parks, the City is a centre for outdoor activity at all times of the year. This combined with modern recreational facilities which include three recreation centres, five arenas and seven pools, contributes to a healthy and active lifestyle. Known as the "oasis of the prairies", Medicine Hat is also Canada's sunniest city and has an enviable climate. Residents and visitors enjoy seeing wildlife throughout the city at all times of the year in any of the City's parks or trail systems.



Hatters enjoy a quality of life that is hard to match with the best people, location and natural resources available. With a world-class performing arts theatre, museum and art gallery situated in the historic downtown district, Medicine Hat is also a flourishing cultural community. Known for developing environmentally sustainable programs and projects such as Hat Smart and Hat Smart II to promote energy conservation and waste reduction, the City is an environmentally conscious community.

Medicine Hat is one of the only cities in the world that owns and manages its own electric and gas utility. Built on a massive natural gas field, Medicine Hat has been providing residents and businesses of the city with natural gas since 1904. In addition, a percentage of the revenue for the utilities is given back to the residents as dividends in the form of some of the lowest utility and property tax rates in the country.

It's an exciting time to live in Medicine Hat with new business and retail stores springing up almost overnight and a residential growth that shows little sign of slowing.

The residents take pride of being a well-planned community that provides an outstanding environment for individuals and families to live, work and play. The City of Medicine Hat strives to achieve its vision to be a "Community of Choice" and offers some of the lowest property tax and utility rates in the country. With short commute times, affordable housing and low cost of living, Medicine Hat is a great community, and a safe community, to call "home"!

The City of Medicine Hat is the perfect place to call home and is a great place to raise a family.

Further information about Medicine Hat, Alberta can be found at <https://www.medicinehat.ca/home>

Additional Information

- To explore this opportunity further, please send your resume in confidence to opportunities@boyden.com.

Boyden Team

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