



Position Profile

Manager, Development Services

www.beaumont.ab.ca

www.humanedgeglobal.com

About the City

The [City of Beaumont](#) is located in the Edmonton Metropolitan Region of Alberta, Canada. It is located at the intersection of Highway 625 and Highway 814, adjacent to the City of Edmonton and 6.0 kilometers (3.7 mi) northeast of the City of Leduc. The Nisku Industrial Park and the Edmonton International Airport are located 4.0 kilometers (2.5 mi) to the west and 8.0 kilometers (5.0 mi) to the southwest, respectively. Beaumont was incorporated as a village on January 1, 1973, and then as a town on January 1, 1980, and on January 1, 2019, Beaumont incorporated as a city.

In the 2021 Census of Population conducted by Statistics Canada, the City of Beaumont had a population of 20,888 and covered an area of 24.7 km² (9.5 sq mi). The City of Beaumont's economy is influenced by regional agriculture, energy services and manufacturing sectors located with the adjacent Nisku Industrial Park.

The city offers access to many services and amenities including medical center, primary, secondary, and access to post-secondary education, secondary medical and pharmaceutical services, fire protection, policing, seniors and supportive living care and housing, community organizations, shopping and a multitude of recreation facilities including green spaces, sports fields, swimming pool, arenas, and curling facility.

Originally a French farming community, Beaumont's downtown still resembles a French village with unique architecture and red brick walkways and remains one of four municipalities in Alberta that is officially bilingual.

The City is legislated under the Alberta Municipal Government Act and is governed by a Council comprised of six (6) Councillors and one (1) Mayor where the Mayor is elected and a Deputy Mayor is assigned.

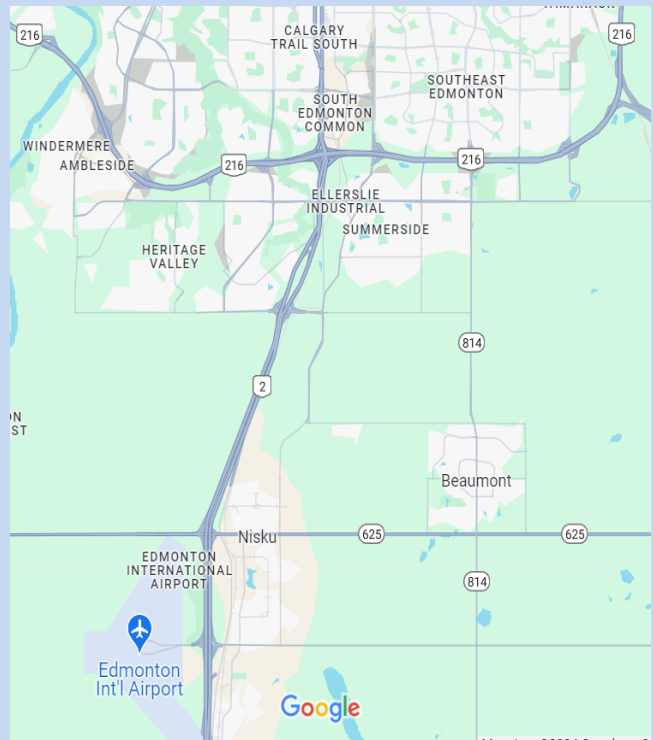
For more information on the City of Beaumont's socioeconomics, demographics and community amenities, visit [Economic-Development](#)

Strategic Aspirations:

- *An economically prosperous and financially sustainable community to last generations.*
- *Health care services that meet the needs of our growing population.*
- *Future-proof growth for a safe, inclusive, and vibrant community.*
- *Strong volunteer spirit and a warm, neighbourly feeling.*
- *Empowered citizens who connect and collaborate with civic government.*

Key Links:

- [Strategic Plan](#)
- [Municipal Development Plan](#)
- [Long Range Planning](#)



Position Summary

Reporting to the Director, Planning and Development, the Manager of Development Services administers the City's Land Use Bylaw, the Beaumont Urban Design Guidelines, and related regulations under the Municipal Government Act, and oversees special projects and land use planning related studies in order to coordinate the orderly development of land while achieving the City's land use planning principles and objectives. This position is also responsible for overseeing the Safety Codes permit issuance and inspection process through monitoring the Safety Codes permit system for compliance with the City's Uniform Quality Management Plan.



As a Development Authority, this position is responsible for the development and implementation of the Beaumont's land-use and aesthetic vision, which requires communication, policy and regulation creation, negotiation, and guidance across municipal departments, with municipal staff, and external stakeholders. Development application decisions made by this position are for time sensitive, multi-million-dollar projects, which require professional resilience and political savvy.

The position oversees a team of thirteen (13) planning and safety codes professionals, including three direct reports,

- Team Lead, Safety Codes
- Senior Planner
- Administrative Lead

Roles and Responsibilities

Supervisory and Leadership

- Provide management, supervision, and leadership to assigned positions within the Planning and Development Department, including recruitment, selection, staff scheduling, performance management and coaching functions.
- Monitor and approve bi-weekly time sheets, keep record of overtime, absences and vacation.
- Assist in the operation of the Planning and Development department as a member of the department's leadership team.
- Lead team in providing customer service, assistance and guidance to contractors, developers, professionals, and homeowners (property owners) through all stages of the development process.
- Provide accurate advice to staff and municipal officials on development and safety code issues.

Development services – Development & Subdivision

- Prepare recommendations and coordinates department correspondence, memos, and reports with respect to development proposals, significant events, Subdivision and Development Appeal Board (SDAB) meetings, Municipal Government Board (MGB) hearings, complex letters of compliance, Council and Committee of the Whole meetings.
- Draft regulations and definitions for Land Use Bylaw.
- Monitor plans such as the Land Use Bylaw and Beaumont Urban Design Guidelines for ongoing implementation, amendments, and statistical information
- Address issues pertaining to the Land Use Bylaw and takes required action to ensure the Land Use Bylaw is enforced; investigate complaints pertaining to planning and development; research and review issues of non-conformance with the Land Use Bylaw and discuss appropriate course of action with the Director of Planning and Development and act as required.
- Designated as Development Authority in accordance with S. 640(6) of the Municipal Government Act.

- Coordinate and collaborate with other municipal departments regarding land development initiatives.
- Evaluate and coordinate changes to permitting software system.
- Participate in the review and revision of processes, as necessary, to increase service level quality, to comply with legislation, best practices, and to protect the municipality's interests.
- Ensure compliance with the City's Land Use Bylaw, MGA, and other plans and policies and related regulations as necessary.
- Responsible for monthly reporting on the service areas KPIs and service delivery timelines.
- Oversee the City's development compliance program to ensure on-going management of Land Use Bylaw enforcement.
- Review and comment on statutory and non-statutory planning applications, redistricting applications from a development services perspective.
- Oversee the monitoring of legislation and conduct research on best practices and industry standards affecting community development and provide advice and recommendation on strategies to department and senior leadership.
- Work with developers and interest groups in the preparation of Land Development Applications, including new Neighbourhood Structure Plans and amendments to existing statutory and non-statutory guiding plans.
- Oversee the preparation of recommendations to the Subdivision Authority regarding subdivision applications and provide planning assistance to the Subdivision Authority.
- Liaise with the public and developers for new developments and provide/promote municipal planning goals and objectives to landowners and applicants.
- Oversee the subdivision and development processes, including endorsement and development agreements.



Financial

- Prepare and monitor annual operating budgets for service area.
- Approve revenue and expenditures within budget in accordance with administrative policies.
- Ensure fees and levies are collected and coded to correct GL.
- Annually review and recommend changes to department fees & charges.
- Review and approve monthly reconciliation of Accredited Agency invoices and credits.
- Contract management.

Building Services

- Oversee all building files to ensure they are kept up to date with permits and inspection reports for electrical, plumbing, gas and building, noting any deficiencies that require verification by the builder/owner.
- Ensure developments are inspected for compliance and take action as necessary (i.e., Stop Orders, Acting on Securities).
- Issue Orders, letters for non-compliance, with assistance from legal counsel.
- Ensure compliance with Quality Management Plan to retain municipality's accreditation. Oversee building, electrical, plumbing and gas compliance monitoring and yearly audits with Safety Codes Council.
- Monitor and project manage contracted agencies with respect to building, electrical, plumbing and gas permit issuance and inspections.
- Prepare Request for Proposals for contracted services in Safety Codes.
- Develop policies and business practices for development and Safety Codes

Facilitation & Engagement

- Attend and present at Council and Committee of the Whole meetings, including public hearings.
- Represent Beaumont at the Municipal Government Board, as required.
- Lead meetings with developers and builders.
- Facilitate planning and development workshops and open houses.

General

- Understand and adhere to the policies, principles, and practices of OH&S legislation and the City’s requirements.
- Participate in workplace safety initiatives.
- Participate in formal and informal worksite safety inspections and audits.
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the municipality.
- Work closely with the Planning and Development department leadership team to contribute to and implement the Department’s Operational Plan.
- Maintain professional affiliations and pursue professional learning and training opportunities.
- Acts for the Director of Planning and Development when delegated.
- Other duties as assigned.

Education & Experience

- Bachelor’s Degree in Planning / Urban Design / Geography / Environment or another relevant professional field required.
- Professional Membership with the Alberta Professional Planners Institute (Registered Professional Planner – RPP) and the Canadian Institute of Planners (Member of the Canadian Institute of Planners – MCIP) is required.
- An equivalent combination of education and experience may be considered.
- A minimum of 5 years of relevant planning experience is required and 3 years of supervisory and leadership experience.
- International Association of Public Participation (IAP2) certificate or equivalent is preferred.
- Valid Class 5 Driver’s license.

Knowledge and Skills

- Extensive understanding of municipal planning and safety codes in Alberta including provincial acts and regulations with an emphasis on subdivision processes, land use policy development and planning and approvals.
- Understanding of municipal and planning law.
- Experience and practical knowledge of computer software (ArcGIS, Microsoft Office, Cityworks, Avanti and Bluebeam)
- Demonstrated ability to effectively negotiate with a range of stakeholders and the ability to adopt a customer/client-oriented approach.
- Excellent oral and written communication skills with the ability to communicate effectively with all types of individuals.
- Excellent interpersonal, facilitation and mediation skills, with the ability to build and maintain relationships internally and externally.
- Well-developed research, analytical, and strategic skills.
- Able to work in a fast-paced, politically sensitive environment with minimal supervision.



Compliance

Final candidates for this position will be required to undergo pre-employment screening, including reference checks, education verification, and a criminal record check.

Equal Opportunity

The City of Beaumont is committed to equity, diversity and inclusion and welcomes applications from all qualified individuals.

Compensation & Benefits

The compensation range is \$106,433.60 to \$138,902.40 per annum, commensurate with skills and experience. Benefits include Health and Dental employer paid premiums, short and long-term disability, LAPP, opportunity for limited hybrid scheduling, membership to Beaumont Sport and Recreation Facility, Health and Wellness and Learning Fund. Further details will be discussed in a personal interview. Learn more about the City of Beaumont's [benefits and perks](#).

Confidentiality

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print throughout the process of candidate engagement in our search assignments.

To Apply:

Please submit a cover letter and resume in confidence to:

Misty Wilson, CPHR, SHRM-SCP
Senior Recruitment Consultant
Email: misty@humanedgeglobal.com
Website: www.humanedgeglobal.com

