



Employment Opportunity

Position:	Sustainable Economic Development Manager
Division:	Planning & Development
Commencing:	September 2022
Annual Salary:	\$85,904.00 to \$103,667.20
Deadline:	Open until vacancy is filled

Please apply by submitting a completed application form, cover letter, and resume to the attention of the Human Resources Manager at jobs@fortfrances.ca, with the subject line: Sustainable Economic Development Manager.

Applications forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

To learn more about this opportunity, please contact Faisal Anwar, Chief Administrative Officer, at (807)-274-5323.



Position Description

Position Title:	Sustainable Economic Development Manager
Supervisor:	Chief Administrative Officer (CAO)
Employee Group:	Management/Non-Union

Position Summary

- Provide professional leadership and direction with respect to the planning and implementation of economic & land development strategies in support of the goals established by the Town of Fort Frances.
- The incumbent is responsible for oversight, administration, and enforcement of the Ontario Building Code, the Building Code Act, municipal by-laws governing the construction, renovation, and alteration of buildings and/or the by-laws concerning land use, and the protection of property rights with the municipality (“the regulations”).

Direction Received

- The incumbent reports to the CAO and is responsible for discharging the duties of the position with minimal supervision.
- The incumbent is responsible for adhering to procedures as directed by the regulations

Direction of Others

- The incumbent supervises and provides direction to the Chief Building Official/Municipal Planner and Marketing and Communications Coordinator.

Revenue, Asset and Expenditure Scope

- The incumbent is responsible for preparing and overseeing the Division’s annual capital and operating budget, and the preparation of the Division’s long term Capital Programs.

General Responsibilities

- Develop and implement programs, policies and operating procedures including the development of methods, standards, scheduling, and reporting systems for the achievement of the approved corporate objectives plus the effective and efficient delivery of Sustainable Economic Development Services.
- Lead and coordinate the Town's sustainable economic development efforts ensuring the implementation of the Town's strategic goals, objectives, policies, procedures, and studies related to sustainable economic activities, programs, and services.
- Oversee and administer the legal requirements related to the delivery of sustainable economic development services.
- Lead, develop, train, and cultivate the development and growth of the Division's Personnel in terms of personal growth and maximization of service delivery opportunities.
- Oversee and monitor work assignments of the Division to ensure the efficient and effective delivery of services while maintaining full compliance with all provincial, federal, and municipal legislation, regulations, and statutes.
- Provide all necessary reports and advice to Council, the Chief Administrative Officer and other Division Heads on matters impacting on services provided by the Division.
- Maintain positive and productive relationships with the Rainy River Future Development Corporation, Fort Frances Chamber of Commerce, and other organizations particularly with respect to those matters directly impacting sustainable economic development and related activities in the Town of Fort Frances.
- Hire, train, develop and ensure the evaluation of personnel within the Division including recommending the necessary staff complement within the personnel policies.
- Liaise with Departments of Senior and Regional Governments and other agencies regarding the delivery of services by the Division.
- Prepare and assist in the preparation of agreements, documents, and contracts including obtaining comments from other Divisions within the municipal operation on the content of such documents.
- Additional duties as assigned.

Economic & Community Development

- Develop and manage a comprehensive Economic Growth strategy for the Town and lead strategic marketing initiatives and activities to foster economic growth.
- Lead the preparation and administration of economic development programs and policies to attract and maximize new business and residential opportunities to the community, in conjunction with other municipal and provincial strategies and policies.
- Establish and maintain an up-to-date information database, including confidential, demographic and market research materials, in both electronic and hardcopy format.
- Provide current information to new prospective businesses seeking materials and data about the Town while confidentially and expeditiously responding to site selection requests in a thorough and complete manner.

- Oversee the Town's Communications, Citizen Engagement, Marketing & Promotions strategies, programs, and policies.
- Review current and proposed policies, plans and legislation, conduct in-depth studies of new and potential expansion and diversification of business, industry, and marketing options.
- Promote the community to expand economic development opportunities.
- Respond to information requests from developers, site selectors, realtors, and the business community in respect to development issues and processes including all data not determined to be confidential through provincial legislation or municipal by-laws.
- Understand and comply with the Town's Capital Asset Management policies.
- Participate as a key-stakeholder in regional economic development, ensuring that the corporate perspective for the Town is effectively advanced and strengthened.
- Prepare monthly and annual economic development activity reports for presentation to Council and the Planning and Development Executive Committee, including budget variance analysis and economic development forecasts. Attend Council and Planning and Development Executive Committee and Economic Development Executive Committee meetings, as appropriate, to share information, develop ideas, and respond to questions.
- Provide a variety of support services designed to assist new or expanding businesses to be successful, including research, business plan development and coaching/mentoring. Act as an advocate for business investment by providing assistance and delivering appropriate solutions for any barriers to growth or development.
- Conduct periodic research into community needs and sustainable economic development opportunities. Maintain detailed economic, demographic and infrastructure (land and buildings) records to support the information needs of prospective business initiatives.
- Serve as a catalyst for business development and economic diversification by providing information and assistance on site selection, zoning, permits, variations, development charges, taxes, economic climate, demographics, labor force, town policies, by-laws, restrictions, fees, and development related agreements.
- Develop a network of community resources able to respond to project development initiatives. Maintains a detailed record of the capability for all such resources.
- Maintain a current knowledge of all funding programs that may be available to support economic development initiatives.
- Develop and maintain a broad awareness of global business and economic trends or cycles. Draw upon that information to anticipate opportunities and target economic development strategies for the Town.
- Oversee the design and production of the city's promotional materials including multimedia tools, print and electronic advertising campaigns, publications, promotional items, information packages and other resource materials in collaboration with the with the Marketing and Communications Coordinator.

Land Use Planning & Development

- Research, develop and implement progressive land use policies and procedures.
- Conduct research on development issues.
- Manage and coordinate land use planning studies and programs, ensuring compliance with Provincial Legislation.

- Direct and oversee the compilation of statistical and other data for urban planning studies and programs.
- Monitor development trends, economic and political factors that can affect land use needs and policies. Follow up and enforce development permit requirements and zoning regulations.
- Act as Town liaison with the public, consultants, builders, other government agencies, etc. on policies, procedures, and land use controls in the Town of Fort Frances.
- Advise Council on the need for site plan control concerning development proposals and prepares the necessary by-laws.
- Draft site plan agreements in consultation with developers, and monitors site plans to ensure that development meets the edicts of agreements entered into between Council and developers.
- Administer and coordinate subdivision development agreements, ensuring that parties meet the agreed-to requirements and engineering standards.
- Responsible for developing land bank and downtown revitalization strategies and programs.

Education and Qualifications:

- Four-year post-secondary Education from a recognized institution in Economic Development, Business Administration, Commerce, Marketing, Urban Planning or equivalent education and experience in a related field.
- Five (5) years relevant experience.
- Practical knowledge and experience in financial management, marketing, sales, and business development.
- Strong working knowledge of the principles and practices of business retention, expansion and attraction, economic development policy administration and implementation.
- Strong working knowledge of strategic planning methods tools, and best practices in community and stakeholder engagement.
- Excellent communication skills in a variety of methods including oral presentations, report writing, preparation of technical analyses and briefing papers.
- Solid research skills and ability to analyze and present data and information to a wide variety of audiences.
- Ability to read and interpret drawings.
- Ability to analyze and assess economic development programs, policies, development related agreements and operational needs.
- Ability to use excellent judgment in respecting confidentiality.
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs of prospects.
- Practical knowledge and experience in computer systems for business applications.
- Proven planning, organizational and problem-solving skills.

Preferred:

- Direct experience in economic development is desirable.

- A working knowledge of the Planning Act, Official Community Plan and Zoning by-law.
- Ec.D. designation.
- Membership in the Canadian Institute of Planners.
- Knowledge of Municipal governance.
- Knowledge of official planning processes.

Effort

- Frequent demands for concentration for short to moderate periods of time.
- Frequent interruptions from colleagues, contractors, and the public.

Working Conditions

- The incumbent works eight (8) hours per day, 40 hours per week, during regular business hours.
- Working hours may be adjusted on an irregular and temporary basis.
- This position requires the incumbent to attend meetings beyond the normal business hours and/or overtime as required by the CAO or in the case of an emergency situation.
- This position can involve a high level of stress due to the commitment necessary to provide the required level of performance.

Conditions of Employment

- Must possess a valid Ontario Class "G" Driver's License (or equivalent).
- Must provide a satisfactory criminal background check and vulnerable sector screening.