

Employment Opportunity: County of Paintearth Community Services & Development Officer Full Time Permanent



The County of Paintearth is a rural community approximately 90 minutes east of Red Deer and the energy capital of Eastern Central Alberta. Home to a large Oil and Gas sector, the County also houses approx 160 wind turbines and over 600 MW of wind energy, with pending solar and hydrogen projects in the works. Large areas of ranch and crop land make the agricultural presence felt in all areas of the County.

Population of approx. 2200 residents and another 2000 residents in the two urban centers within, those being the Towns of Castor and Coronation.

The County is a progressive, development friendly place to do business, work and raise a family. Cost of living is affordable and attractive when compared to the higher housing costs found in the many muni's in the AB Corridor. The County is currently undertaking a county wide installation of high speed broadband internet via a massive fibre optic network to key areas, with upgraded wireless also planned for the more remote regions.

The County is looking for an experienced and professional individual to run the Planning and Development department due to a pending retirement. This full time position reports to the CAO as part of the senior management team. Largely working independently, the position also administers the Oil and Gas industry approvals for the County, and assists with various economic development activities. While not a requirement, experience with other municipal functions may also be an asset worthy of consideration.

Job Duties and Responsibilities include:

- 1) Planning and Development
 - Development Officer – consult with residents and issue Development Permits, Land Use Bylaw (LUB) administration, plans and subdivision applications review, LUB district re-zonings, customer service for such.
 - Monitor dev permit conditions, inspections of applications, and related agreements and/or enforcements (ie Stop Orders)
 - Conduct meetings, hearings, and public engagement sessions on matters relating to the Planning and Development issues and topics
 - Disseminate info and advise residents on Safety Code permit applications and regulations
 - Liaise with Palliser Regional Municipal Services with regards to planning and safety code permitting (contracted agency)

- Crowfoot Crossing development responsibilities such as sales agreements, utilities connecting coordination, and information contact for such.
- Clerk for Municipal Planning Commission (MPC), and two Intermunicipal MPC's (Castor and Coronation)
- Liaise with 5 rural neighbours for IDP compliance
- Admin for legal documents for Land Titles office (LTO) regarding roads, lands acquisition for road constructions, and County registrations of parcels
- Admin contact for temporary farming/grazing ROW requests
- Road allowances and plans closure process administration – work with AB Transportation and LTO, using SPIN and RPATH experience an asset
- Maintain memberships in relevant organizations (ie ADOA, CPAA)

2) Oilfield & Industry Liaison

- Receive, inspect and approve pipeline road crossings and complete agreements with Oil and Gas companies for placement of infrastructure
- Receive, inspect and approve approach requests to access County roads and complete agreements with O&G companies
- Receive, inspect and approve seismic programs on County roads and complete agreements with O&G companies
- Participate with Public Works & Bylaw Officer in Industry projects & mtgs
- Liaise with all O&G Land Agent companies for projects
- Liaise and approve all public utility applications and projects
- Work cooperatively with the Bylaw officer for road use enforcement
- Point of contact for County with O&G companies for reclamation and land use releases
- Prepare and administer agreements for road use by industry, road construction projects, texas gates approvals, private water line road crossings and similar

3) Economic Development (to support activities as directed by CAO)

- Research and utilize best practices for marketing the County of Paintearth and opportunities for business, industry, and overall increased employment
- First point of sales contact for Crowfoot Crossing Industrial Park and subdivision and other County land sale opportunities
- Responsible for the overall marketing program of Crowfoot Crossing to prospective audiences and industries
- Advise Council on avenues of increasing exposure to the benefits of industry locating within the County of Paintearth
- Marketing and promoting the tourism and parks facilities and potential of the County of Paintearth parks and amenities
- Liaise with the manager of the PEPS on County specific initiatives and projects
- Liaise with other related regional marketing associations and programs in regards to County specific initiatives and projects
- Maintain memberships in relevant organizations (ie EDA)

The successful candidate will offer and demonstrate proficiency in the following:

- Knowledge of MGA, Land Use Bylaws, related Provincial Statutes & Regulations
- Post secondary education in Applied Land Use Planning or related field
- Minimum of 5 years experience in planning and development, preferably in an Alberta municipal setting, rural experience an asset
- Former or current membership in trade associations such as ADOA, CPAA
- Knowledge of planning principles, enforcement processes, and attention to detail of preparation of legal documents
- Organizational skills, time management, communication and interpersonal skills, and proficiency with modern computer systems and software
- Self directed and able to work independently, strong customer service skills
- Comfort in an office setting, political and public environments, judgment skills and tact in dealing with difficult situations and public
- Class 5 driver's license, satisfactory abstract and criminal record check

The County offers to the successful candidate:

- Generous benefit plan which includes health, dental benefits along with a defined pension plan (LAPP), smoke free work environment.
- Salary and vacation benefits to commensurate with experience
- Work week is based on 37.5 hrs M-F, 8:30 to 4:30 with 30 min lunch break

The County of Paintearth thanks all interested individuals. This competition will remain open until a suitable candidate is found. Only those applicants selected for an interview will be contacted. The succession and training plan is to work alongside the retiring incumbent through the winter months of 2025-26.

There will be an opportunity to discuss the position, as well as pre-booked interviews may happen, at an open house at the ADOA fall conference in Edmonton on September 25th from 2 – 5 pm. Please refer to the conference handout at that event for room # and particulars or contact the below closer to that date.

For more information, please contact:

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