



## Job Description

<b>Working Title:</b>	PLANNER
<b>Position Type:</b>	TEMPORARY
<b>FTE (ie: 1.0, 0.5):</b>	1.0
<b>Classification:</b>	LEVEL 5
<b>Division:</b>	PLANNING
<b>Department:</b>	PLANNING AND INFRASTRUCTURE
<b>Reports To:</b>	MANAGER OF PLANNING AND DEVELOPMENT
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

### SECTION 1: PURPOSE OF POSITION

Reporting to the Manager of Planning and Development, the Planner supports and coordinates the municipality’s community planning portfolio and assists with technical planning services and current planning. This role supports the development, coordination, implementation and monitoring of community-based bylaws, policies, plans, and strategies as well as current planning by processing applications for planning bylaws, subdivisions, endorsement packages and related agreements. In addition, the Planner conducts research and analysis, prepares planning materials, supports public engagement activities, while responding to inquiries from developers, landowners, internal departments, and the public.

### SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
70%	<p><b>Community Planning</b></p> <ul style="list-style-type: none"> <li>Support the development, coordination, implementation, and monitoring of municipal planning projects, initiatives, strategies, and statutory and non-statutory plans, bylaws, and policies.</li> <li>Participate in the preparation of off-site levy studies and inter-municipal planning initiatives.</li> <li>Interpret and implement provincial legislation, regulations, and municipal bylaws, agreements, policies, and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct research and analysis and prepare reports, plans, maps, recommendations, and related planning and environmental documentation.</li> <li>• Provide professional opinion, technical advice, and problem resolution on land use, development, and planning matters.</li> <li>• Support development, engineering, and other planning-related projects and applications.</li> <li>• Assist with public engagement activities, including meetings, workshops, open houses, and presentations to Council, boards, committees, staff, stakeholders, and the public.</li> <li>• Liaise with landowners, developers, community members, external agencies and other public bodies to support coordinated decision-making.</li> <li>• Assist with municipal and regional committees, boards, and working groups related to planning and environmental sustainability.</li> <li>• Prepare and support internal and external communication materials related to planning and environmental initiatives.</li> </ul>
15%	<p><b>Technical Planning Services</b></p> <ul style="list-style-type: none"> <li>• Participate in the research, development, and submission of grant applications and proposals, including presentations and supporting documentation, and manage grant deliverables, timelines, reporting, and compliance requirements related to community planning and environment.</li> <li>• Support the administration of municipal naming applications for roads, buildings, parks, amenities, and geographic areas, including policy compliance review, internal and external circulation, and preparation of reports and recommendations.</li> <li>• Support the preparation, submission and completion of municipal initiated current planning applications.</li> <li>• Coordinate and support the urban hen keeping and beekeeping program, including licensing, compliance, monitoring and program development.</li> <li>• Assist with technical planning support for other business units.</li> <li>• Support the collection, analysis, maintenance, and reporting on land use and environment statistics to support planning, growth management, and Council and corporate reporting requirements.</li> <li>• Prepare and review planning related mapping and spatial analysis products to support applications, studies, reports, and presentations, and coordinate mapping requests from internal business units.</li> </ul>
10%	<p><b>Current Planning</b></p> <ul style="list-style-type: none"> <li>• Process subdivision applications and endorsement packages for the Subdivision Authority, including condominiums.</li> <li>• Process bylaw applications for new or amendments to statutory plans, the Land Use Bylaw, and other planning bylaws related to development applications.</li> <li>• Prepare subdivision related legal documents, such as development agreements, easement agreements, etc.</li> <li>• Provide subdivision and planning bylaws information to developers, landowners and the general public.</li> <li>• Process subdivision and planning bylaws related referrals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the development and revision of planning legislation, including statutory plans and the Land Use Bylaw, as well as planning projects.</li> <li>• Liaise with Planning and Infrastructure staff, developers, government agencies and other Town departments on current planning related matters to ensure information and decisions are coordinated and cohesive.</li> <li>• Conduct research; compile, record and synthesize technical data; and prepare reports, plans, maps and graphics to support the review, processing, and decision making of current planning applications.</li> <li>• Attend, participate in and host current planning review meetings, including preparing information, agendas and meeting notes.</li> <li>• Attend, participate in and host public meetings, workshops and open house events related to planning and development applications.</li> <li>• Assist, prepare and present reports for Council and other groups about current planning applications.</li> <li>• Prepare material for advertisement of applications and public participation events.</li> </ul>
5%	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Help perform the duties of the other Planning and Development Staff in their absence and within the scope of this position.</li> <li>• Occasionally required to work overtime.</li> <li>• Responsible to actively engage in the health and safety program and be held responsible for the health and safety duties and responsibilities as outlined in Element I of the Health and Safety Manual.</li> <li>• Other duties assigned by the Senior Community Planner and within the scope of this position.</li> </ul>

### SECTION 3: SUPERVISION OF OTHERS

Not applicable.

### SECTION 4: QUALIFICATIONS

<p><b>Level of education and experience required:</b></p> <ul style="list-style-type: none"> <li>• A Bachelor degree in Planning or related field; specialization or courses related to geographic information systems, environment or project management is an asset.</li> <li>• Master's Degree in Planning is an asset.</li> <li>• Minimum of two (2) years of experience in municipal land use planning; experience in environmental field will be considered an asset.</li> </ul>
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<p><b>Required designations, licenses, Certificates required:</b></p> <ul style="list-style-type: none"> <li>• Membership or eligibility for membership in the Alberta Professional Planners Association and Canadian Institute of Planners is required.</li> <li>• Registered Professional Planners designation is an asset.</li> <li>• Class 5 Alberta Drivers License.</li> </ul>
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**Required Knowledge, Skills and Abilities:**

- General knowledge of the Alberta planning framework.
- Familiarity with Municipal Government Act, statutory documents, Land Use Bylaws, Safety Codes Act, and Permit Regulations.
- Ability to read and interpret blueprints.
- Customer service, facilitation and communication skills.
- Personal initiative, time management and organizational skills.
- Sound research and report writing skills.
- Ability to establish and maintain effective working relationships in a multi-disciplinary team environment.
- Ability to adapt to varying workloads.
- Ability to adjust to flexible work hours to accommodate attendance at evening and weekend meetings and events where required.

**Software/Technology**

- Microsoft Office Suite.
- Knowledge of ESRI ArcGIS products.
- Knowledge of document design software, such as InDesign, and PDF editing software, such as Bluebeam, is an asset.
- Hands on experience and /or knowledge related to e-permitting is an asset.

**PHYSICAL EFFORT**

<input checked="" type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.

**WORK ENVIRONMENT**



<input checked="" type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.