

Senior Planner

Competition #2022-002

A career opportunity awaits you in the picturesque and welcoming community of Sundre! The Town is a progressive community that fosters economic diversity and year-round tourism, we take pride in being forward-thinking and growing a prosperous and quality environment for its residents, visitors, and businesses. The Town of Sundre fosters a culture of collaboration and teamwork, we are staff and family oriented, and staff are part of a valued team, working to fulfill council's objectives.

Our focus is on providing exceptional services to our residents, developers, and visitors through the most cost-effective means possible. An Innovative solutions approach is a high priority for this position.

We are a growing community with exciting and challenging projects, including currently piloting an innovative new Wastewater Treatment Technology in partnership with Alberta Environment and Parks, and currently experiencing unprecedented interest in commercial, industrial, and residential development.

The Opportunity:

Under the Direction of the Chief Administrative Officer (CAO) and as a member of the senior leadership team, the Senior Planner will work closely with the Sr. Development Officer and the Economic Development Officer. This is a key leadership role and will oversee and manage the operating and capital budgets and establish best practices related to all Planning, Development and Economic Development projects. With the right person in place, this position has potential to become a management level position.

Key Duties and Responsibilities

- Develop, implement, evaluate, and report on departmental strategic and operational plans to achieve the goals identified in the Town's strategic and business plans
- Oversees the preparation, management, and execution of operational and Capital budgets
- Planning and Development
 - Perform a variety of community planning functions including the timely, effective, and accurate evaluation and processing of land use planning matters including statutory and non-statutory plan preparation, land use bylaw preparation and amendments, subdivision applications and development permits
 - Coordinate and lead negotiations with developers and stakeholders to achieve municipal planning goals based on sound planning principles and efficient and streamlined processes
 - Process subdivision and development applications and conditions including the preparation of development agreements
 - Oversee and implement the subdivision and development processes including the coordination of all development agreement requirements, and collection of off-site levies
 - Manage statutory plan and land use bylaw amendment applications
 - Prepare reports and/or plans, make recommendations, provide information/assistance, and perform related duties on amendment applications as needed
 - Monitor the performance and effectiveness of the Land Use Bylaw and any statutory plans and undertake/participate in amendment processes when changes are required
- Subdivision
 - As a subdivision and development authority, provide sound and rational decisions that align with provincial legislation and support council land use planning policies and bylaws
 - Review, analyze and make recommendations on subdivision
 - Provide technical support at hearings before the Subdivision and Development Appeal Board

Knowledge, Abilities and Skills

- Post-secondary degree in planning or a related field plus 5 years of relevant experience
- APPI Regulated membership in the Canadian Institute of Planners required or preferred
- Minimum five (5) years of experience in a senior planning capacity with a municipality, with preference given to individuals with direct experience in subdivision and development approvals and implementation
- Strong legislative awareness including the Municipal Government Act (MGA) and applicable provincial and federal statutes or regulations. Ability to comprehend and interpret legislative direction is an asset
- Ability to interpret, create, and/or explain various maps, plans, surveys, and similar planning illustrations
- Ability to read and interpret land use plans, provincial and municipal policy planning documents, applicable engineering studies and plans, planning and development regulations and development agreements
- Knowledge and experience in municipal operations, strategic planning, and project management
- Strong written and interpersonal communication skills with attention to detail and a high level of accuracy
- Proficient with computers, including MS Office
- Possess an acceptable valid Class 5 driver's license

The Employment Opportunity:

This is a full-time position that offers a competitive compensation and benefit package. Attendance at evening Council meetings and stakeholder engagement sessions is expected.

For a detailed job description that lists all the duties and necessary qualifications for this position, please visit the "Careers" section of our website at www.sundre.com.

Please submit your resumé and a cover letter quoting **Competition # 2022-002** to:



Human Resources
Town of Sundre
717 Main Avenue West
PO Box 420, Sundre, AB. T0M 1X0
Email: hr@sundre.com | Fax: 403.638.2100

This posting will remain open until a suitable candidate is found. We thank all applicants in advance, but only those applicants selected for interviews will be contacted.