



Planning Technician

The Municipal District of Bonnyville No. 87 invites applications for the position of **Planning Technician**. The successful candidate will report to the Manager, Planning & Development.

Duties & Responsibilities:

- Assist with designing and creating Bylaws, agreements, policies and statutory plans in relation to areas of planning and community development.
- Provide guidance and assistance for citizen engagement and consultation for current planning projects.
- Process and maintain roadway licenses as per the Traffic Safety Act.
- Maintain M.D. Municipal Lands Licenses, and Surface Lease files by processing new applications by tender and completing renewals.
- Assist with the sale of municipal lands, including Purchase & Sale Agreements and Transfers of Land.
- Assist with developing and implementing education strategies and material with respect to managing public activity on Municipal and Environmental Reserve Lands prior to enforcement being initiated.
- Processing of legal documents and land title registrations (caveats, discharges, road closures, consolidation, etc.) to ensure the appropriate documentation is executed and registered at the Land Titles office.
- Maintain accurate and complete land project files and obtain all necessary consents and/or postponements of encumbrance holders on the title.
- Provide reports, information, and effective strategic assistance to the department Manager.
- Interpret Bylaws, Acts, and related statutory documents and respond to requests for information from developers and the public.
- Research and present ideas and recommendations clearly and concisely, orally and in writing including speaking to public groups, committees and advisory boards, and Council.

Qualifications:

- Minimum education required is a high school diploma; however applicable post- secondary education is preferred.
- A minimum of two years' experience in this field or a related field is preferred.
- Working knowledge of Part 17 of the Municipal Government Act.
- Excellent interpersonal, organizational, and communication (written and oral) skills.
- Working knowledge of the Land Titles Act and Manual.
- Working knowledge of the Torrens land registration System in Alberta.
- Good working knowledge of Microsoft Office products (Word, Excel, Access) and GIS software.
- Ability to multitask and work within strict timelines.
- Must be able to work in a fast-paced work environment, be able to set priorities, and follow through with assigned tasks.

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: (780) 826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: April 11, 2025