

MUNICIPAL PLANNER MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Planning and Development

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Municipal Planner is responsible for providing professional planning advice and support to elected officials, developers, and senior administration. Reporting to the Manager of Planning and Development, this role is responsible for review and administration of Municipal and Intermunicipal policies and bylaws and recommending amendments to the Municipal Planning Commission and Council. The role will work in a diverse setting with exposure to rural, small urban and industrial development. This role works in collaboration with Development staff and manages complex land use, subdivision and development permit applications.

MAJOR

- Maintain a high level of working knowledge of legislation and regulations relevant to Planning and Development including, the Municipal Government Act, Subdivision and Development Regulations, Municipal Development Plan, Land Use Bylaw, Inter-Municipal Development Plans, Area Structure Plans, Development Guidelines & Municipal Servicing Standards Manual, as well as other plans and planning statutes as applicable to the municipality.
- Actively contribute to the policy development and revision of planning legislation including, Land Use Bylaw, Municipal Development Plan, Intermunicipal Development Plans and Area Structure Plans.
- Process complex Development Permits; Land Use Amendments; and Subdivision applications.
- Support the Planning and Development department in public engagement plans and facilitating public engagement events.
- Review complex site and survey drawings to ensure the necessary processes and information have been provided for development, land use amendment and subdivision applications.
- Prepare and present Request for Decision Reports to Council and the Municipal Planning Commission.



- Liaise with and respond professionally and promptly to government agencies and departments on development related matters, internal and external customer inquiries to assist with processing applications, developing policy or other duties as assigned.
- Prepare professional correspondence to ratepayers, agencies, and plan public engagements, as required.
- Perform site investigations of non-compliant related activity and facilitate the resolution of issues to comply with the Land Use Bylaw and other regulations.
- Follow the necessary enforcement steps for Development Permits and Planning & Development to comply with Land Use Bylaw including site inspections, violation review and follow up communications.

MINOR

- Prepare various Website and Newsletter Articles to educate and provide the public with ongoing information on Municipal planning activities.
- Support the Manager, Planning & Development in the management of professional contracts and contractors when reviewing Area Structure Plans or major bylaw revisions.
- Provide assistance and information to Development Officers, on complex Development Permits, Subdivision or Land Use Amendment processes to ensure compliance with current planning legislation.
- Attend various meetings as a municipal staff representative for Planning & Development.

OCCASIONAL

- Assume the responsibilities of the Manager of Planning & Development during scheduled absences.
- Perform other duties as assigned by the Manager, Planning and Development.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Degree or Diploma in a Planning and Development related field, Planning, Architecture, Civil Engineering, Geomatics, Engineering Design and Drafting or a related discipline is required.
- Membership or eligibility as a candidate member with the Alberta Professional Planning Institute (APPI).
- 5+ years of experience in a municipal government planning section preferred.
- Valid Alberta Class 5 Drivers License or equivalent.
- Must be legally entitled to work in Canada.

SKILLS REQUIRED:

- Demonstrated knowledge of Statutory Plans: MDP's, LUB's, ASP's, IDP/ICF's and related municipal legislation including the MGA pertaining to municipal planning matters in Alberta.
- Must have a working knowledge of map reading & navigating throughout the rural municipality. Proficiency with GIS mapping programs preferred.



- Knowledge of relevant, provincial and municipal legislation, policies and programs with ability to apply and utilize knowledge in complex planning and development projects.
- Excellent interpersonal verbal and written communication skills to interact well with and respond to inquiries from all levels of government, internal employees, management, council, applicants and external agencies.
- Excellent conceptual and analytical skills, with strong facilitation skills.
- Ability to work independently and within a team environment and to adapt to a demanding and dynamic work environment.
- Proficiency with Outlook, Microsoft Word, Excel, PowerPoint, and other Microsoft programs.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Must be able to maintain confidentiality.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Use and operation of a vehicle.
- Minimal physical effort; occasional light lifting.
- May be subject to working in an outdoor environment as required – heat, cold, dry, dusty and/or wet conditions as well as insects, bees, and wildlife.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.
- Must follow all safe job procedures.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)



Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

