



Senior Planner and Planning Technician

More Information: <https://www.lethcounty.ca/p/careers>

Senior Planner

The Senior Planner is responsible for leading complex planning and development files, providing advanced technical expertise, and supporting strategic land use planning initiatives within Lethbridge County. The position acts as Development Authority as delegated and provides professional planning advice to Administration, Council, developers, landowners, and the public.

The Senior Planner plays a key role in statutory plan development, planning applications, intermunicipal planning initiatives, and policy analysis. This position provides mentorship to planning staff and supports the Manager, Planning and Development in advancing departmental goals and strategic initiatives. Duties are performed in accordance with the Municipal Government Act, applicable provincial regulations, County bylaws, and County policy.

Reports To

Manager, Planning and Development

Supervises

May provide technical oversight and mentorship to planning staff as assigned

Role Responsibilities

Planning and Development

- Administration Act as Development Authority as delegated under the Municipal Government Act.
- Review and decide on complex Development Permit applications; prepare detailed decision reports with conditions or reasons for refusal.
- Manage and process planning applications and amendments to the Land Use Bylaw and other municipal bylaws.
- Prepare and present reports and recommendations to Council, boards, and committees.
- Attend and present at Subdivision and Development Appeal Board (SDAB) and the Lands and Property Rights Tribunal (LPRT) hearings and other quasi-judicial bodies.



- Review Real Property Reports and issue Certificates of Compliance as required.
- Conduct inspections to ensure compliance with approved permits and the Land Use Bylaw.
- Investigate complaints and coordinate enforcement actions in accordance with County policy.

Policy Development and Long-Range Planning

- Lead or support the preparation, review, and amendment of statutory and non-statutory plans (e.g., Municipal Development Plan, Area Structure Plans, Intermunicipal Development Plans).
- Conduct research, policy analysis, and background studies to inform planning decisions.
- Support growth strategy development, including residential, commercial, agricultural, and industrial planning initiatives

Interdepartmental and Intermunicipal

- Collaboration Liaise with internal departments to coordinate development review and ensure alignment with infrastructure, transportation, and environmental considerations.
- Collaborate with neighboring municipalities and regional partners on intermunicipal planning matters.
- Provide technical planning support in meetings related to Intermunicipal Development Plans (IDPs) and Intermunicipal Collaboration Frameworks (ICFs).

Stakeholder Engagement and Advisory Services

- Coordinate public consultation processes, stakeholder engagement sessions, and open houses.
- Provide professional planning advice to landowners, developers, consultants, Council, and the public.
- Respond to complex land use inquiries and provide interpretation of the Municipal Government Act, Land Use Bylaw, and relevant provincial legislation.
- Work collaboratively with internal departments and external stakeholders to identify solutions, resolve development challenges, and support forward-thinking land use planning initiatives.
- Prepare educational and informational materials in collaboration with Communications.

Health, Safety and Emergency Management

- Actively participate in Lethbridge County's Health and Safety Program.



- Participate in emergency management training and serve in the Emergency Coordination Centre as required.

Education/Training/Skills Required

- University degree in Planning from an accredited institution, or degree in a related field combined with substantial planning experience.
- Minimum five (5) years of progressively responsible municipal planning experience.
- Membership or eligibility for membership with the Canadian Institute of Planners (CIP) and Alberta Professional Planners Institute (APPI) preferred.
- Extensive knowledge of the Municipal Government Act, Provincial Matters Related to Subdivision and Development Regulation, and local planning bylaws.
- Strong understanding of land development processes and municipal review.
- Demonstrated experience in policy development and public consultation.
- Excellent analytical, report writing, and presentation skills.
- Strong interpersonal and conflict-resolution skills.
- Proficiency with GIS and Microsoft Office applications.
- Valid Class 5 driver's license.
- Incident Command System (ICS) training is an asset or must be completed within six (6) months of employment.

Working Conditions

- Full-time permanent position (35 hours per week).
- Primarily office-based, with site visits and inspections as required.
- Occasional evening meetings and public consultation sessions.

Job Types: Full-time, Permanent

Pay: \$90,000.00-\$100,000.00 per year

Benefits:





- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care
- Wellness program

Work Location: In person

Technician, Planning & Development

The Planning and Development Technician provides technical and administrative support to the Planning and Development Department. This position is responsible for assisting in the review and processing of development and planning applications, interpreting zoning regulations, maintaining planning records, preparing maps and related materials, and supporting policy and development initiatives. The technician works under the direction of the Manager of Planning and Development to ensure consistent and effective delivery of planning services.

Reports To

Manager, Planning & Development

Role Responsibilities

- Assist with the intake, review, and tracking of development applications.
- Assist with the processing of land use bylaw amendments, subdivisions and other statutory plan amendments.
- Provide technical support in the preparation and presentation of reports, maps, graphics, and statistical data related to planning projects.
- Interpret and apply municipal planning policies, zoning bylaws, official plans, and relevant legislation.



- Respond to public and developer inquiries related to zoning, land use, and development processes in a professional and timely manner.
- Assist with preparing council reports, presentations, and land use planning reports for Council, appeal boards, and various public meetings.
- Conduct site inspections and field work as required to gather data or verify development conditions.
- Maintain up-to-date planning records, application files, and GIS/mapping databases.
- Support the preparation of materials for Council meetings.
- Collaborate with other municipal departments and agencies to coordinate development approvals.
- Participate in departmental projects, policy reviews, and research initiatives under the guidance of Manager of Planning and Development.
- Actively participate in Lethbridge County's Health and Safety Program.
- Perform other duties as assigned in support of the Planning and Development Department.

Education/Training/Skills Required

- Bachelor's degree in urban planning, geographic information systems (GIS), or related field (new graduate) or a Diploma in Civil Engineering Technology, or a related field with 1-3 years of experience.
- Education and/or experience in municipal planning or a related environment is preferred.
- Knowledge of relevant provincial legislation, planning principles, and development processes.
- Proficiency with GIS software (e.g., ArcGIS), AutoCAD, and Microsoft Office Suite.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of cross-functional teams in a fast-paced environment.
- Valid driver's license and access to a reliable vehicle may be required.
- Ability to occasionally work outside in all weather conditions including snow, rain, and wind, and extreme temperatures.
- Ability to occasionally walk on uneven surfaces including gravel.





- Ability to occasionally work outside of regular business hours for community engagement and council meetings.

Job Types: Full-time, Permanent

Pay: \$65,000.00-\$75,000.00 per year

Benefits:

- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

Work Location: In person

