

*The Town of Sylvan Lake* is a lakeside town in Central Alberta of over 14,000 people and growing. With close proximity to the major centers of Red Deer, Calgary and Edmonton, we can offer the amenities of larger center with the relaxed living atmosphere offered by a smaller community. With abundant year round recreational and cultural activities, we have definitely earned the name of "Brilliant All Year!" We are a growing and thriving municipality and as such the organization continues to move ahead in a progressive manner.

Do you want the chance to work with an amazing team where learning and thorough communication is an ongoing experience? Do you want to have fun at the same time as providing a critical service to the entire Town? If you are interested in this tremendous opportunity, we have an immediate opening for a:

### **Senior Planner – Permanent Full Time Wage Range - \$45.21 – 53.99/hr – 35 hours/week**

The Senior Planner is responsible for the development of community planning initiatives in consultation with the departmental Director. This includes leading the development and implementation of planning policy and strategies, statutory and non-statutory planning documents, and creative planning solutions to achieve the Town's vision for the community. This position will collaborate interdepartmentally to achieve sustainable growth for the Town, work with developers to create high quality neighbourhoods, and oversee the urban design of the Town's Waterfront area.

#### **SUMMARY OF FUNCTION:**

- Develops planning policies, bylaw regulations, and strategies related to land use, development, sustainability, and lake protection that incorporate the vision and direction of the Town.
- Leads and manages planning projects and land use studies for the Town, including statutory and non-statutory plans.
- Reviews and processes subdivision applications, ensuring legislative requirements and municipal policies are met.
- Reviews development permit applications within Direct Control Districts and the Waterfront area to ensure the long term vision and high urban design standards are met.
- Processes applications for bylaw amendments, including rezoning, Land Use Bylaw amendments, and other statutory plan amendments, in accordance with regulations and policies contained in relevant municipal and provincial legislation.
- Leads public engagement sessions, ensuring that engagement is meaningful and provides impactful feedback.
- Responds to inquiries and acts as the primary communications liaison with the public and developers on current planning projects.
- Ensures all planning processes follow appropriate legislation including but not limited to the MGA, Town bylaws, policies and procedures.
- Prepares and delivers technical presentations to Council, MPC, SDAB, and other committees as required, ensuring presentations are thorough and factually supported.
- Provide advice and input to the Development Department on complex development permit applications and provides back up to the department during absences.
- Manages planning projects and provides feedback to the Director in relation to budgeting, timelines, and potential challenges.
- Consults, liaises, and provides expert input to all departments and Council using your professional planning skills and knowledge.
- Attends a variety of meetings, providing sound planning advice and acting as the Town's representative.

## Benefit from work-place

# balance

### TRAINING AND EXPERIENCE REQUIREMENTS

- A Bachelor's degree in Urban Planning, or a degree related to the functions of the position.
- Minimum of four (4) years of progressively responsible planning experience.
- Registered Professional Planner (RPP) or membership in the Member Canadian Institute of Planners (MCIP) is desirable
- Strong knowledge of urban design and urban neighbourhood development.
- Extensive knowledge of the principles and practices of urban planning, as well as applicable legislation and regulatory requirements in Alberta.
- Knowledge of lake management practices and strategies desirable.
- Strong time management skills to ensure projects meet timelines and ability to determine solution to ensure project timelines are met.
- Working knowledge of principles and practices in related fields such as municipal engineering, architecture, landscape architecture, cartography, urban geography and statistical analysis.
- Ease of ability to work flexible hours to accommodate meetings.
- Strong working knowledge and skills with Microsoft Office Suite, including Excel and PowerPoint
- Mapping skills using GIS software and awareness of project management tools.
- Must possess a valid Alberta Driver's License or be eligible to attain one
- Excellent written and verbal communication and presentation skills for a broad range of audiences.
- Good customer service, teamwork, organizational and project management skills.
- Effective interpersonal skills in dealing with staff, public, development industry, Council Boards and Council under all types of conditions. A positive and generally supportive approach.
- Ability to work cooperatively, supporting and mentoring co-workers in a positive team environment and sharing work expertise and knowledge.

This is a terrific opportunity to work in a professional, team-focused environment. You have a strong desire to be major contributor to the success of a vibrant and growing organization. If you are up to the challenge of taking ownership and wanting to make a difference, this is an ideal situation. We offer competitive rates, a tremendous benefits package and an excellent work/life balance situation. If this position intrigues you, please submit your resume in confidence specifying which position you are applying for by June 7, 2021, to:

#### **Town of Sylvan Lake**

5012 – 48 Avenue, Sylvan Lake, AB T4S 1G6

Attention: Human Resources

F 403 887 3660 | [dscott@sylvanlake.ca](mailto:dscott@sylvanlake.ca)



*The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however only those candidates who are selected for an interview will be contacted.*