

Planner 1 Employment Opportunity

The City of Lloydminster is Canada's Border City!

Residing on a provincial boundary presents many opportunities for the City. As Administration, the border also provides unique challenges to solve and an outlet for creative thinking. Recently, the City annexed 26.5 quarter sections and is in the process of updating many planning documents. Approved in the capital budget for 2022 are the City's Municipal Development Plan and Land Use Bylaw, with several additional local and regional planning documents to be reviewed in the near future.

If you're looking for a challenging, dynamic and innovative job to fall in love with, look no further. Now is an exciting time at the City of Lloydminster, and as a Planner, your experience will range from policy implementation to creating planning documents from the ground up. Key roles include:

- project management;
- supporting the comprehensive review of the Municipal Development Plan;
- supporting the comprehensive review of the Land Use Bylaw;
- processing subdivision applications, road closures, and bylaw amendments;
- policy writing and report writing;
- community consultation;
- facilitating intermunicipal relations with our counterparts in Alberta and Saskatchewan;
- aiding in the implementation of the City's new area structure plan policy;
- supporting the Development Officers regarding development permit reviews; and
- reviewing and monitoring internal processes to ensure alignment with legislation and to improve processes.

Our Planning department is seeking a highly motivated individual who's ready to learn and adapt to the ever-growing City we call home. As the successful candidate, you are willing to adapt and learn about the legislative challenges we face as a bi-provincial city.

Our organization offers a highly attractive total compensation package, including a competitive salary and benefits package and access to city-owned facilities.

What does living in Lloydminster look like:

- Enjoying local restaurants;
- Attending community events, including Heritage Days, Street Fest, Winter Fest, Lloyd Ex Fair, just to name a few!
- Spending an afternoon at Bud Millar All Seasons Park: partaking in tennis, pickleball, ultimate frisbee, beach volleyball, minigolf, walking and swimming!
- Visiting the movie theatre;
- Enrolling your children in community youth activities;
- Shopping at big-name stores and local shops;
- Attending numerous community and sports events;
- Easy day trips to Edmonton or Saskatoon; and
- Camping, hiking, and fishing at surrounding lakes.

Lloydminster is a youthful and active community ready to welcome you.

Position Posting

Planner 1 **(1 Position Available)**



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Term of Employment:	Full-time, Continuing
Rate of Pay:	Band 7: \$41.09 - \$43.76 per hour <i>(Subject to CUPE 1015 Agreement)</i>
Location:	Operations Centre
Duties:	<p>Reporting to the Manager, Planning, the Planner 1 provides planning knowledge and expertise related to statutory planning, community development, and regional planning. Activities include: interpretation of relevant planning legislation, along with the evaluation of complex land use planning issues to ensure that growth and development is planned and managed for current and future generations.</p> <p>Planning & Development</p> <ul style="list-style-type: none">• Collects, compiles, and analyzes data and information pertaining to land use planning.• Complies with and ensures Municipal compliance with Acts, Regulations, bylaws, agreements, policies and procedures.• Works with various internal and external stakeholders with regard to current and future development projects.• Facilitates Area Structure Plan Applications, Subdivision Applications, Land Use Amendments and Development Permits. Reviews all applications to ensure compliance with pertinent planning legislation, statutory requirements, and bylaws.• Works independently and as part of departmental and interdepartmental teams on the preparation of major studies, plans and policy proposals for recommendation to senior staff, administration and Council.• Prepares reports and recommendations to the Subdivision and Development Appeals Board (SDAB) as necessary.• Supports Intermunicipal Relations with the City's partners on the Alberta and Saskatchewan side of the border. <p>Research</p> <ul style="list-style-type: none">• Provides evidence-based research to necessary internal departments.• Reviews capital planning projects related to: servicing, storm water systems, road access, density requirements, noise, etc.• Conducts research on relevant planning matters; prepares qualitative and quantitative analysis to inform policy recommendations.• Performs research related to land use, zoning, subdivision design control, economics, demographics, urban development, parks and recreation, public services, utilities, environmental, and social matters. <p>Communication</p> <ul style="list-style-type: none">• Communicates with internal departments and external stakeholders.

	<ul style="list-style-type: none"> • Assists to provide problem-solving support to the general public, developers, builders, and their agents regarding inquiries for developments, building permits, as well as planning and development control matters. • Follows up with landowners, firms, and consultants related to public inquiries. • Uses creative techniques to ensure the meaningful and timely involvement and outreach to the community regarding planning studies and projects, including the community at large, regional, neighborhoods, individuals, interest groups, and other stakeholders. <p>Other</p> <ul style="list-style-type: none"> • Responds to requests for information from the public, developers, consultants, and staff. • Attends evening and weekend meetings (as required). • Provides planning resource support to inter-municipal planning committees. • Other related duties from time to time as required.
Schedule:	This position is office based, normal working hours are between 8:00a.m. - 5:00p.m. with the occasional requirement to work outside these standard hours.
Qualifications:	<ul style="list-style-type: none"> • A Bachelor’s degree from a recognized Institution in Planning, or a related field with a minimum of two years of experience in the planning profession. • Eligibility for membership in the Canadian Institute of Planners (Full membership is preferred). • Able to work independently, concisely, and accurately with the ability to meet deadlines. • Effective analytical and critical systems thinking skills. • Strong computer skills with proficiency in Microsoft Office including: Excel, Word and PowerPoint. • Excellent interpersonal skills with the public, staff and external agencies, providing courteous and effective support. • Ability to communicate effectively with strong written, listening, and presentation skills that promote understanding and clarity in a respectful manner. • Thorough knowledge of planning principles, legislation, legal requirements and best practices within the planning discipline, with a total business understanding of the various functions related to the preparation and adoption of land use bylaws as well as the processing of subdivision applications and development permits. • Ability to balance multiple projects and priorities to bring projects to completion using sound judgment, initiative, and creativity in a fast-paced, politically sensitive environment with minimal supervision. • A valid Class 5 Driver’s License registered in Alberta or Saskatchewan with an acceptable Driver’s Abstract is required. This position may be required to operate a municipal vehicle for business purposes.

Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check with a Vulnerable Sector Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	Position will remain open until a successful candidate is found. Interviews will be conducted on an ongoing basis.
Posting Type	Internal & External
Application Information:	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date. The City has a COVID-19 Vaccination and Rapid Testing Directive in place. Successful applicants will need to disclose their vaccination status.</p> <p style="text-align: center;"><u>Megan Radke</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: employeerelations@lloydminster.ca External Candidates apply at: www.lloydminster.ca/jobs</p>
Posted By:	 <hr style="width: 15%; margin-left: 0;"/> <p>Jazzelle Norman Posting Date: 22-Apr-22</p>