

PLANNER, POLICY AND DEVELOPMENT

THE OPPORTUNITY

We have an exciting opportunity for Planner, Policy and Development to join the City of Lloydminster (AB). As the Planner, Policy and Development, you will provide planning knowledge and expertise related to statutory planning, community development, and regional planning.

This position oversees the 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.

OUR CLIENT

Lloydminster is a vibrant and growing community which offers the comfort of the rural lifestyle to approximately 32,000 people with the convenience of urban amenities.

Recently ranked among one of the fastest-growing communities in Canada, the City takes pride in the extraordinary sense of community. The City's natural, cultural and recreational opportunities reflect the diversity of the region, allowing people of all backgrounds to explore their interests. Lloydminster is proud of their unique bi-provincial status.

For more information, please visit their website at lloydminster.ca

RESPONSIBILITIES

Planning & Development

- 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.

Research

- 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.

Communication

- Communicates with internal departments and external stakeholders.
- 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.

Other

- 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.

QUALIFICATIONS

- A Bachelor's degree from an accredited Institution in Planning is preferred, or a related field with a minimum of two years of experience in the planning profession.
- APPI and/or Canadian Institute of Planners regulated members are preferred (RPP Certified or Candidate membership is preferred).
- 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.
- 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.

KEY COMPETENCIES

- Able to work independently, concisely, and accurately with the ability to meet deadlines.
- Effective analytical and critical systems thinking skills.



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- 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.
 - Oriented self-starter with strong motivational skills.
 - 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.
 - Strong project management ability.

FOR MORE INFORMATION

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