



## **Development Planner II**

**Competition number: RR 2024 056**

**Department: Planning and Development**

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth.

The “Values, We Live By” are accountability, communication, leadership, integrity, and respect while we work towards maintaining a work/play balance.

We are an organization that cares, an organization that is committed to our city and committed to you. The City of Spruce Grove is committed to public service, where everyone feels empowered to contribute their best work. We believe that by working together in a spirit of collaboration and respect, we can achieve great things.

### **POSITION OVERVIEW:**

The Development Planner II is an intermediate level position that is responsible for current planning functions including the processing of complex applications for bylaw amendments, statutory plans, subdivision and endorsement and related development permits to meet the City’s legislative, policy and statutory plan framework, and ensure a positive, solution-based customer experience. This position reports to the Manager of Planning.

This is a full-time, permanent position.

The salary range for this position is: \$86,486.40 - \$102,793.60.

### **SPECIFIC RESPONSIBILITIES:**

1. Current planning and Bylaw amendment applications
  - Process, review and prepare recommendations on applications for new and amended Area Structure Plans, Area Redevelopment Plans, Land Use Bylaw (both text amendments and redistricting) including circulation, review, assessment and analysis for alignment with policy and plan framework
  - Coordinate with other departments, and affected federal and provincial or other agencies during application review.
  - Prepare and present recommendation reports to Council.
  - Provide professional advice on planning and land development matters.
  - Conduct site visits to inform application processing.
  - Understand and interpret Provincial legislation, such as the Municipal Government Act (MGA), statutory plans, and relevant City plans and policies.

- Research, develop and prepare planning related policy, bylaw, and other planning documents and reports.

## 2. Subdivision, Endorsement and Land Titles

- Process, evaluate and review subdivision applications to ensure completeness and compliance with the Municipal Government Act, Subdivision and Development Regulations, Statutory Plans and Land Use Bylaw in a timely manner.
- Conduct site inspections.
- Coordinate with other departments, and affected federal and provincial agencies during subdivision review.
- Process and review applications and prepare reports and recommended decisions on Subdivision applications for the Subdivision Approving Authority.
- Review subdivision endorsements for completeness and compliance with the decision of the Subdivision Approving Authority.
- Review and prepare legal documents for registration at the Land Titles office. Coordinate with Land Titles office to ensure documents for registration meet requirements in terms of legal descriptions and content.
- Provide technical expertise on land title processes, legislation, and document preparation requirements, and provide recommendations on legal land matters including but not limited to encroachments, transfers and title instruments.
- Verify addressing at the time of Subdivision registration, in accordance with the City's Addressing Bylaw and guidelines.
- Prepare and present reports to the Subdivision Development Appeal Board.
- Review and make recommendations on lands dedicated to, disposed of, or purchased by the City, such as road acquisitions, road closures and municipal reserve disposal.

## 3. Communication, customer experience and engagement

- Communicate and collaborate with team members, City departments, Provincial departments and key partners.
- Provide professional advice, information and feedback related to current planning to:
  - Ensure understanding by applicants, internal staff or other users of Land Use Bylaw, Municipal Government Act, as well as pertinent Provincial and City regulations and procedures.
  - Inform internal matters related to other City Departments.
  - Provide feedback and guidance on applications, proposals, and inquiries from internal and external parties.
  - Respond to telephone, email and in-person inquiries and complaints from the public related to development, compliance and associated processes and applications.
- Provide a positive customer experience in all interactions.
- Attend and observe public meetings or open houses facilitated by applicants.
- Attend occasional and regular evening and weekend meetings.
- Ensure consistent, clear and professional written communication and presentations.
- Facilitate meetings with applicants, staff or other parties to support applications or other related initiatives.

4. Development permits and Compliance
  - Process and review applications and makes decision development permit applications, if directly and concurrently related to bylaw amendments or subdivision, in accordance with City bylaws and provincial legislation.
  - Prepare and present reports relating to appeals to the Subdivision and Development Appeal Board.
5. CityView Expert
  - Act as CityView Expert for Development Planning, working with other CityView Experts and CityView Lead Expert to ensure smooth operations of CityView and related processes across the Department, resolve issues and prioritize technical requests related to CityView for Information Services.
  - Using the User Test Environment (UTE) for CityView portal and workspace, and consulting other CityView Experts, assess work unit issues and develop solutions.
  - Test in UTE and sign off on any upgrades for CityView portal and workspace.
  - Document, manage and update work unit processes and procedures, and ensure they align and integrate with other Departmental processes and procedures.
6. Process Enhancements
  - Support and participate in continuous improvement using innovation and creativity to streamline processes and enhance service levels.
7. Other
  - Understand and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
  - Contribute to a positive safety culture by acting in a safe manner at all times and complying with City safety policies for staff and contractors.
  - Act as a steward of the City's Corporate Culture by following the "Values We Live By".
  - Perform other job-related duties.
  - Back up for Senior Development Planner.

**REQUIRED QUALIFICATIONS:**

- Post secondary Degree in urban or regional planning, related field of studies or equivalent preferred
- Minimum three (3) years of related experience, preferably in an Alberta municipal setting.
- Equivalencies due to experience will be considered.
- Knowledge of land use planning principles, theory and practices.
- Knowledge of the principles and practices of subdivision development and the planning process.
- Knowledge of the Municipal Government Act, as well as provincial and municipal policies, procedures and bylaws.
- Knowledge of effective writing and presentation techniques for a variety of situations including for Council and senior staff.
- Basic knowledge of macroeconomics, transportation planning, engineering principles, natural systems and geology.
- Solid interpersonal skills for facilitating relationships with all clients/partners.

- Creative problem-solving skills and decision-making skills based on sound judgement in order to gather relevant information to solve less well-defined practical problems.
- Good Project Management skills.
- Good presentation/facilitation skills.
- Ability to work independently or in a team environment as needed, with some direction.
- Ability to review plans and apply provisions of bylaws and plans to determine compliance with regulations.
- Ability to be discrete and maintain confidentiality when dealing with sensitive information, concerns and Council matters.
- Ability to understand how different projects, bylaws or practices interrelate to each other.
- Ability to write effective, enforceable bylaws.
- Ability to understand and interpret a variety of plans, maps, bylaws and policy documents.
- Knowledge of computer hardware and software programs, which may include Microsoft Office including Powerpoint, Internet applications, database management, or GIS.

**ASSET QUALIFICATIONS:**

- Eligible for full membership in the Canadian Institute of Planners (CIP). Membership is considered an asset.

**CONDITIONS OF EMPLOYMENT:**

- Class 5 Driver's License.
- Must obtain a satisfactory review of a three-year Driver's Abstract, with a maximum of six demerits.
- Criminal Record Check Clearance.

**COMPETENCIES:**

The ideal candidate will be able to demonstrate the following competencies:

- Thinking & Acting Strategically - sees beyond current situation, understands impact, creates alignment, links priorities to strategy, advises.
- Building Influential Working Relationships - able to effectively build relationships with a wide range of partners internally and externally to the organization.
- Optimizing Performance & Results - knows and understands how to set and achieve results, they build accountability with their teams, and maximize their team's performance. They strive to improve performance through innovation, while continually assessing risk and inspiring others.
- Growing Talent & Workforce Capacity - fosters an inclusive workplace, and builds a learning culture that pursues continuous growth, and builds capacity within teams.
- Fostering Innovation & Steering Change – able to identify issues, stimulates creativity, remains on the leading edge, and is agile in change management.

- Politically Astute – knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions; prepared to guide and mentor City leadership with solid and informed recommendations.

**OUR COMMITTEMENT:**

At the City of Spruce Grove, our services center around people. We are not all the same and that is our strength. Our organization is fostering a culture of inclusion. Through curiosity and a commitment to listening, reflecting, and learning, we are striving to enhance our practices. Honouring our differences means we can better serve and build a welcoming, supportive, and safe community. If any employee wishes to discuss our commitment, or how we may accommodate or improve on our commitment they are to bring it to the attention of their supervisor or human resources

**WHY WORK HERE:**

- Competitive annual salary
- Pension
- Medical & Dental Benefits
- Life Insurance
- Wellness Initiatives
- Work/Life Balance
- Recognized General Holidays
- Leave Options
- Flexible Work Arrangements
- Perks
- Positive Work Atmosphere
- Employee Awards
- Volunteer and Fundraising Opportunities
- Professional Development

**ADDITIONAL INFORMATION:**

- Only those candidates selected for further consideration will be contacted.
- You must apply through [www.sprucegrove.org/careers](http://www.sprucegrove.org/careers) to be considered. We do not accept applications through other forums.