



Planner

The Municipal District of Bonnyville No. 87 invites applications for the position of **Planner**. The successful candidate will report to the Manager of Planning & Development.

Located in northeastern Alberta, the Municipal District of Bonnyville is home to more than 80 named lakes. The area offers a vast array of recreational opportunities in summer and winter including fishing, camping, hiking, skiing, and more. Our employees enjoy a competitive and comprehensive benefits package including pension, extended health, and a generous health and wellness program.

We neighbour the City of Cold Lake, the Town of Bonnyville, and the Village of Glendon, thereby offering residents quiet country living with city-like amenities nearby.

Duties & Responsibilities:

- Work collaboratively with the Planning & Development team and all internal departments to achieve municipal strategic and project goals and priorities.
- Work with a variety of stakeholders to develop innovative and unique solutions for the complexities of rural planning and future developments.
- Prepare and develop statutory long-range planning documents, reports, specialist studies, design concepts, and land use control documentation.
- Remain familiar in municipal, provincial and intermunicipal planning legislation, policies, processes, and new initiatives.
- Review and manage complex redesignations, subdivision, and development permit files for compliance to municipal legislation.
- Manage planning projects, prioritizing activities within project plans, and determining required resources.
- Identify municipal, community, or intermunicipal issues and opportunities through improved community planning practices.
- Assist with the subdivision development agreements and supporting documentation.
- Create municipal land use and development growth plans.
- Interact with the public to convey planning-related information and processes.
- Provide knowledge, experience, and guidance to the Property & Land Clerk.

Qualifications:

- A post-secondary degree in planning, geography, engineering, or related discipline.
- Minimum of five (5) years of municipal planning and/or development experience.
- Alberta Professional Planners Institute (APPI) or Canadian Institute of Planners (CPI) membership
- NACLAA completion considered an asset.
- Strong knowledge of provincial and municipal planning legislation, policies, processes, procedures, and statutory planning documents.
- Proven interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Effective problem-solving skills and group facilitation skills.
- Demonstrated ability to tactfully handle complex planning inquiries.
- Computer literacy in Microsoft Office; literacy in GIS software considered an asset.
- Valid Alberta Class 5 driver's license.

Salary: \$95,195.51-\$115,333.85 per year

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: (780) 826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date: Feb 1, 2022