



## 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:

- Works collaboratively with the Department Manager and others within the organization in achieving department goals and priorities.
- Works with a variety of stakeholders to develop innovative and unique solutions for the complexities of rural and urban development.
- Prepares, in accordance with the approved plan preparation process, statutory planning documents, planning reports, specialist studies, design concepts, and land use control documents.
- Monitors and reviews municipal, provincial and intermunicipal planning legislation, policy, processes, plans, and initiatives.
- Reviews and manages complex redesignation, subdivision, and development permit files for compliance with municipal legislation, as assigned by the Manager.
- Manages planning projects, prioritizing activities within project plans, and determining required resources.
- Assists in the preparation of subdivision development agreements and supporting documentation.
- Identifies municipal, community, or intermunicipal issues and opportunities that could be mitigated through better community planning.
- Assists in the preparation of strategic land use planning in collaboration with the Manager.
- Presents studies and recommendations to Council on a variety of planning issues in a timely manner.
- Interacts continuously with the public to convey planning-related information.

### Qualifications:

- Requires a degree or diploma in the planning field with a minimum of five (5) years of related experience.
- Alberta Professional Planners Institute (APPI) membership is preferred.
- Local Authority Administration Certificate (NACLA 1) is considered an asset.
- Knowledge of provincial and municipal planning policies, legislation, processes, procedures, and statutory planning documents.
- Strong interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Knowledge of subdivision design, site planning, and environmental planning concepts and their applications in a rural environment in the processing of planning applications.
- Computer literacy in Microsoft Office programs and GIS software.
- Valid Alberta Class 5 driver's license in good standing.

**Please visit [md.bonnyville.ab.ca/jobs.aspx](http://md.bonnyville.ab.ca/jobs.aspx) for a full job description.**

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](mailto:hr@md.bonnyville.ab.ca)

Closing Date: February 6, 2024