



**Planner III, Community Development (Permanent)**  
**Planning and Development Department**  
**CUPE 1505**

**Position Type/ Hours:** This is a permanent full-time position working seventy (70) hours bi-weekly within the Community Development Planning (Development Controls & Permitting) branch of the Planning and Development Department. This position is within the CUPE 1505 Bargaining Unit. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

**Position Description:** Under minimal supervision the incumbent will perform a variety of community development and planning functions including the timely, effective, and accurate evaluation of land use, planning, development permit, variance, development agreement, area structure plan, outline plan, and land use bylaw amendments. This will also include coordinating and leading meetings with internal and external stakeholders to evaluate large and complex land use, variance, and development applications as well as coordinate and lead negotiations with developers to achieve municipal planning goals and to promote sound planning principles. Additionally, the incumbent will decide, in the public interest, the conditions of development approval/refusal.

Primary responsibilities include but are not limited to:

- Evaluate, negotiate, and confirm planning requirements in outline plans, design briefs, statutory plans, plan amendments, development agreements, and land use bylaw amendments.
- Prepare and present professional planning reports to municipal Council and the Subdivision and Development Appeal Board.
- Conduct research, studies, land use, and development analyses to prepare policy papers and planning documents to address current and emerging land use and development requirements of the municipality.
- Present and explain land use, planning, subdivision, and development regulations and municipal application requirements and processes to owners, applicants, consultants, citizens, public and private agencies, and elected officials.
- Coordinate the review and update the Land Use Bylaw, statutory plans, and outline plans for conformance with the current municipal planning framework.
- Perform statutory duties of a Development Office for the municipality.
- Provide clear, written decisions which implement the municipal development plan, statutory plans, and outline plans in accordance with the Municipal Government Act, Land Use Bylaw, provincial statutes and regulations, and municipal policy.
- Initiate enforcement and compliance with the provisions in the Land Use Bylaw.
- Provide functional guidance as required to planners, development officers, clerical staff, and consultants retained by the municipality.
- Participate in the development of the annual goals, objectives, budget, and business plan.
- Contribute to the implementation of the Department's Business Plan.
- Participate in, and lead training of municipal staff in the Accela E-permitting system.
- Identify emerging land use and development issues, trends, and implements best practices of sustainable development.
- Coach, train, and mentor planning staff, development officers, planners, enforcement officers, and support staff to increase the team's skills and knowledge in land use planning and planning law in Alberta.
- Perform other related duties as required.

**Qualifications:**

- University Degree in Urban Planning or related discipline is required.
- Minimum of Five (5) years' experience in Urban and Regional Planning, Geography, Land Development, and/or Urban Studies, two (2) years of which include overseeing planning projects and monitoring/assigning work to junior planners.
- Must have sound knowledge of the Municipal Government Act, provincial planning statutes, Subdivision and Development Regulation, municipal bylaws, zoning, financial management principles, engineering, access, and servicing requirements for land development.
- A Degree from a university accredited by the Canadian Institute of Planners is preferred.
- Certification as an accredited planner in Canada (MCIP) is an asset.
- Working knowledge and experience with integrated land use and infrastructure planning, transit-oriented development principles, and sustainable development practices is desirable.

You will possess the following:

- Organizational and problem-solving skills, leadership, interpersonal, negotiation and communication skills.
- Demonstrated ability to communicate effectively and tactfully with a proven ability to coordinate complex and difficult land use, planning, and development projects.

- Ability to read and interpret land use plans, provincial and municipal policy, planning documents, applicable engineering, planning and development regulations, and development agreements.
- Ability to prepare concise reports and clearly explain recommendations and application requirements to the public, elected, and appointed officials.
- Must be willing to attend meetings outside regular work hours.
- Proficient with the Microsoft Office suite (Word, Excel, Outlook, PowerPoint, Publisher, Access).
- Experience with AutoCAD, ArcGIS, and/or Adobe Creative Suite (Photoshop, Illustrator, Acrobat, InDesign) is an asset.
- Valid Alberta Class Five (5) driver's licence is an asset.

**Pay Level:** PL 18

**Salary Range:** \$51.71 (Start Rate)  
\$68.12(Permanent Rate)  
*\*Permanent rate effective after twelve (12) months of employment.*  
*\*\*All CUPE job rates are currently under review and subject to change.*

**In addition to the rate of pay, we offer other attractive incentives:**  
**-an extensive employer paid benefits plan**  
**-an additional annual payment of \$12,480 which represents a cost of living allowance**

**Requisition Number:** 006202

**Closing Date:** July 11, 2021 at 11:59 PM

**Posting Type:** Internal & External (Posted: June 26, 2021)

To apply: Please visit our website at [www.rmwb.ca](http://www.rmwb.ca)  
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.  
Late applications will not be accepted.