

Why work for the Town of Canmore? As one of Canada's fastest-growing communities, we are happy to announce a new opportunity to join our growing team within Planning and Development. Our planning landscape includes a unique variety of both natural and manmade considerations that fill our work with rewarding challenges. This is a great opportunity to gain more experience in reviewing complex development applications, subdivision and appearing before public decision-making bodies, including Planning Commission, appeal boards and Council. If you are a person that thrives working independently, in a fast-paced environment, on projects both big and small, this may be the job for you!

Our Planning & Development team is a group of dedicated and experienced professionals committed to levelling up our customer service everyday, while ensuring development progresses in a way that protects our natural environment and supports a community where all residents can thrive.

Position Overview: This position reports to the Manager of Planning and requires the successful candidate to work independently on complex development applications alongside a collaborative cross-departmental team. The Development Planner position is responsible for delivering a variety of municipal planning services and the successful candidate would play a critical role in ensuring that day-to-day applications compliment the natural beauty of our community and meet the needs of our residents.

The ideal candidate for this position is an experienced planning professional who thrives under pressure, is a self-starter with a collaborative work style, and possess well developed organizational skills, and conflict resolution skills to reach successful planning outcomes in a politically sensitive environment.

Core Accountabilities:

- Interact on a continuous basis with the public through telephone and written inquiries as may be required to convey planning related information to citizens and other individuals and groups.
- Review, process and manage medium-density residential and non-residential development applications, rezonings, and subdivision files for compliance with Provincial and Municipal policy, regulations, and technical requirements.
- Prepare and presents reports, materials, and recommendations as a representative of the Town of Canmore to various bodies, including Council, Canmore Planning Commission, Subdivision and Development Appeal Boards and public groups.
- Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation and planning trends.
- Effectively represent the municipality in public and landowner/applicant meetings.

Qualifications:

- Post-secondary degree in urban, regional, or municipal planning- *required*
- Eligible for membership in the Canadian Institute of Planners or equivalent - *required*

Experience:

- 3 to 5 years' experience in a municipal planning environment where you've handled statutory planning, subdivision, and development/building permitting. - *required*
- Demonstrate excellent project management skills, particularly within complex, high profile, large-scale, or time-sensitive projects.- *required*
- Possess experience presenting to small and large groups in both casual and formal settings.- *required*
- Thorough understanding of rural, urban and regional planning, the applicable regulatory environment for each aspect of the planning process, implementation techniques and consultation processes.- *required*

Salary & Benefits

- Hourly Rate: \$49.73 – \$52.50 per hour to start- Pay rate will be calculated based on successful candidate's related work experience and education.
- Earned Day Off (EDO) Program: (i.e., Extra Day Off every three weeks!)
- Benefits: Health Care and Dental Care; Health Care Spending Account, and Wellness Spending Account
- Generous RRSP: employer matching program
- 3 Weeks vacation to start.
- Employee and Family Assistance Program
- Sick Days
- Hybrid Work Eligible Position

Work Schedule: Typically, Monday to Friday 8am-4:30pm- flexibility provided. Schedule hours may vary based on operational needs.

Closing Date for Applications: This posting will remain open until November 6, 2023

How to Apply: To apply, please visit the [job posting on our website](#), upload your cover letter and resume (PDF or Word) and click the “Apply Now” button below. To help us learn more about you, in your cover letter please clearly detail the following:

- 1. Why do you want to work as a Development Planner for the Town of Canmore?**
- 2. What skills, experience, and (most importantly) attitude will you bring to enhance the team and enrich our community?**

The Town of Canmore is an inclusive and equal opportunity employer. All applicants will be considered for employment without attention to age, colour, race, gender, ancestry, ethnic origin, disability or sexual orientation. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, hr@canmore.ca

Prior to receiving an offer of employment, the successful candidate will be required to submit copies of all required certifications and documentation, including a current driver's abstract and current criminal record check. The Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only those candidates selected for interviews will be contacted.