

**Why work for the Town of Canmore?** Our team is professional, dedicated, and passionate about our work of building community within the magnificent Rocky Mountain environment we call home. Our planning landscape includes a unique variety of issues and considerations that fill our work with rewarding challenges. As an organization, the Town of Canmore exists to serve the community and visitors to Canmore, to support a sustainable future for all, and to ensure the most efficient and effective use of taxpayer dollars.

**Position Overview:** The town of Canmore is currently recruiting two Development Planners (FT permanent position and a 2-year Term Position) to help support the Town of Canmore's continued growth. As one of our Planners, you will have the opportunity to lead the work on complex development applications alongside a collaborative cross-departmental team. The Development Planner position is responsible for delivering a variety of municipal planning services. You will play a critical role in community engagement, and communication on significant planning issues and projects.

The ideal candidates for these positions will need to be pragmatic, have a collaborative work style, demonstrate a high degree of political acumen, and possess well developed organizational skills and conflict resolution skills to reach successful outcomes on planning issues.

**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, redesignation, and subdivision files for compliance with Provincial and Municipal policy, regulations, and technical requirements.
- Prepare and presents reports, materials, and opinions 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, new trends and literature.
- Effectively represent the municipality in public and landowner/applicant meetings.

For a full position description, please click [here](#).

### Qualifications:

- Post-secondary degree in urban, regional, or municipal planning.
- Active membership in the Alberta Professional Planners Institute or the Canadian Institute of Planners is required.

### Experience:

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

### Salary & Benefits

- Starting Salary: \$80,717.00 - \$90, 217.40 (based on a 35-hour work week) Starting rate of pay will be calculated based on successful candidate's related work experience and education.
- Competitive benefits package & personal wellness plan
- Generous RSP matching plan
- EDO-Earned Day Off program
- Personal development & learning opportunities
- Positive work culture
- Work-Life Balance

**Closing Date for Applications:** This posting will remain open until May 9<sup>th</sup>, 2022

**How to Apply:** To apply, please visit the [job posting on our career opportunities page](#), 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?***