

POSITION TITLE: Planner

REPORTS TO: Director of Growth & Investment

LOCATION: Town of Coaldale Office

POSITION SUMMARY

Reporting to the Director of Growth & Investment, the Planner administers the Town's Land Use Bylaw and Municipal Development Plan as well as acts as the liaison to the Municipal Subdivision and Development Authority, Municipal Subdivision and Development Appeal Board, and oversees day to day planning & development related matters including oversight of third-party planning agencies.

JOB DUTIES AND RESPONSIBILITIES

1. Performs such duties as are specified in the Land Use Bylaw including acting as a Development Officer, which includes managing development applications, reviewing development proposals, and conducting site visits.
2. Maintains for inspection by the public, a copy of the Land Use Bylaw, Statutory Planning Documents and all minutes relating to the Municipal Subdivision Authority and Municipal Development Authority thereto.
3. Oversees staff or other third-party agencies to ensure the efficient and effective delivery of planning & development related services such as subdivision, land use bylaw amendments, and discretionary applications.
4. Keeps a register of all applications for development permits including decisions therein and rationale while ensuring all documentation are filed in the property (roll) file system in electronic and physical formats.
5. Receives, considers and decides upon applications for development and compliance certificates as provided by the Land Use Bylaw with the exception of decisions requiring the review of Municipal Subdivision Authority and Development Authority.
6. Works in collaboration with the Manager of Development Engineering on complex planning and development matters and prepares development/servicing agreements and other documents relating to development approval.
7. Responds to routine inquiries from the public, developers, builders and their agents regarding all planning and development matters.
8. Designs and facilitates public engagement with relevant stakeholders and presents a summary of findings to elected/appointed officials.

9. Oversees planning & development related processes including subdivision approvals, area structure plan design & review, the Municipal Development Plan (MDP), Land Use Bylaw and other statutory planning documents. Performs site inspections to ensure conditions of approval have been met and investigates concerns that have been brought forward.
10. Maintains awareness of current changes in planning legislation and formulates and prepares amendments, as required, to the Town's Land Use Bylaw, Municipal Development Plan and assists in the development of Area Structure Plans.
11. Works with Community Peace Officers to enforce the Town's Land Use Bylaw where it can be determined that infractions have occurred. Including the preparation and issuance of Stop Orders when appropriate.
12. Reviews existing land use and related bylaws and recommends changes as required to the Director of Growth & Investment.
13. Represents the Town of Coaldale in matters relating to the Land Use Bylaw, Development Permits, Subdivision Approvals, Area Structure Plans, the Municipal Development Plan and other Statutory Planning Documents with advisory boards and elected officials.
14. Acts as the liaison to contracted Safety Codes agencies in regards to Safety Code Permits and keep a register of all applications, permits and inspection reports.
15. Manages complex planning studies, development applications and reviews consultant proposals.
16. Performs other related duties as required.

KNOWLEDGE, ABILITY AND SKILLS:

- A degree in Planning or a related field along with experience in a planning and development role or an equivalent combination of education and experience.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Strong oral and written communication skills for preparing and presenting planning reports and projects.
- Experience in project management will be considered an asset.
- Strong computer, organization, communication and problem-solving skills.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously, to manage projects effectively and meet firm deadlines.

APPLICATION INSTRUCTIONS

Interested candidates can submit their application to chris@upsourcedhr.com no later than December 22nd, 2023.