

## Development Planner

Full Time / Permanent



 [www.draytonvalley.ca](http://www.draytonvalley.ca)

 [HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

### Qualifications / Experience

- Post-secondary education in land use planning or urban/regional planning from a recognized or accredited institution is preferred
- Minimum of 5-8 years' experience, preferably in Municipal Engineering Planning, Operations, and civil site construction/management

### APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to [HR@draytonvalley.ca](mailto:HR@draytonvalley.ca)

Applications can also be mailed to:  
Attention: Human Resources  
Town of Drayton Valley  
5120-52 Street, Box 6837  
Drayton Valley, AB  
T7A 1A1

**Applications will be accepted until:  
A suitable candidate is found.**

Visit the website at [www.draytonvalley.ca](http://www.draytonvalley.ca)  
For more information on the Town of Drayton Valley.

### ABOUT THE ROLE

Drayton Valley is a vibrant and diverse community of 7,200 sitting high above the North Saskatchewan River. Drayton Valley is located 90 minutes southwest of Edmonton. Oil and gas are the primary driver of Drayton Valley's economy, but agriculture and forestry also play important roles. As the center for a trading area of around 30,000 people, Drayton Valley offers many of the services and amenities usually found in larger communities.

The Town of Drayton Valley is seeking a Development Planner. Reporting to the General Manager of Planning & Development, the plays a key role in the regulation of development through municipal approvals which include, permits and licenses, by applying the laws and regulations of the Land Use Bylaw, Municipal Development Plan, Municipal Government Act and other documents that may apply.

*We thank all applicants for their interest; however, only those selected for further consideration will be contacted.*

**EMPLOYMENT OPPORTUNITY**

<b>Position Title</b>	Development Planner		
<b>Department</b>	Planning & Development	<b>Reporting To</b>	General Manager of Planning & Development

**Position Summary**

The Development Planner plays a key role in the regulation of development through municipal approvals which include, permits and licenses, by applying the laws and regulations of the Land Use Bylaw, Municipal Development Plan, Municipal Government Act and other documents that may apply.

**Primary Responsibilities**

The Development Planner's responsibilities include, but are not limited to:

- Providing support to the General Manager of Planning & Development, other General Managers, and the Chief Administrative Officer.
- Overseeing correspondence, municipal files, databases and records.
- Attending meetings and conferences with regard to department activities as directed by the General Manager of Planning & Development.
- Working with landowners, developers and other interested parties regarding development and planning processes and queries;
- Processing of rezoning and issuance of Development and Building Permits, Business Licenses and other approvals of the department.
- Conduct Site Inspections for Development Permits to ensure conditions are being met.
- Reviewing Development Permit Applications and approving or refusing Development Permits, with conditions or reasons for refusal.
- Utilizing e-site to monitor the issuance of Building Permits by contract inspectors.
- Conducting and presenting research, discretionary use, rezoning and varying applications to the Town Council for their consideration and approval.
- Guiding the review of Real Property Reports submitted to the Town and issuance of Compliance Certificates reflecting the status of the property's compliance with the Town's Land Use Bylaw.
- Overseeing the preparation of documents for registration with Alberta Registries/Land Titles Office or for the discharge of Caveats.
- Guide the creation and publication of information and marketing material, public notices and advertisements to promote the department and to keep the public informed of department meetings and approvals/refusals under the direction of the General Manager of Planning & Development.

- Significantly contribute as a key team member in the Municipal Asset Management Committee.
- Displaying a thorough knowledge of municipal legislation, regulations, bylaws and the approval process.
- Administration of airport leases, reviewing business license applications, environmental file searches, reviewing municipal planning bylaws and policies and making recommendations for improvements.
- Communicate department activities to other departments within the organization;
- Other duties as assigned by the General Manager of Planning & Development or the CAO.

### Major Inter-Personal Contacts

Externally meeting with developers and residents to provide planning assistance and information. Internally working with other departments to ensure permit applications comply with the Town's requirements and bylaws.

### Qualifications and Experience

- Post-secondary education in land use planning or urban/regional planning from a recognized or accredited institution is preferred (education in a related field will be considered)
- Planning & Development, real estate, or legal experience dealing with land use transactions
- Minimum of 2 years' experience in one of the aforementioned fields
- Demonstration of solid customer service skills
- Commissioner or oaths or ability to acquire
- Excellent telephone etiquette and written/verbal communication skills
- Computer competency in Windows applications
- Valid driver's license and clean driver's abstract.

### Experience

- Minimum of 5-8 years' experience, preferably in Municipal Engineering Planning, Operations, and civil site construction/management

### Additional Information

As a team player you possess a strong work ethic and a commitment to excellence. If you like being challenged, then we would like to hear from you. Please submit a cover letter outlining your skills and experience along with your resume in confidence to:

Human Resources  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB, T7A 1A1  
HR@draytonvalley.ca