

# Employment Opportunity

## Senior Planner

### Permanent Full-Time

**Morinville, located on the north side of the Edmonton region, is a growing urban community with a population of nearly 11,000 and a healthy business environment. Morinville offers an excellent quality of life in a big town setting. This role will help shape Morinville's future as internal Project Manager for our new Municipal Development Plan.**

The Town of Morinville is currently seeking a Permanent Full-Time Senior Planner to join the Planning & Economic Development (PED) team. This team collaboratively works together within the regulatory environment to carry out advanced, complex planning activities supporting the long-term sustainable development of Morinville. Reporting to the Manager, Planning & Economic Development, the Senior Planner, in a non-supervisory capacity, will be responsible for implementing long-range planning projects, delivering core planning services, and providing recommendations on planning and intergovernmental matters. This position will provide planning expertise, education, and engagement for stakeholders.

#### Primary responsibilities include:

- Lead the Town's approach and support decision-making relating to long-range planning.
- Undertake research and analysis as necessary for areas that are currently not subject to the Town of Morinville's statutory planning documents.
- Provide support to the CAO, GM's, Manager PED, and Council for activities relating to Edmonton Metropolitan Region Board (EMRB).
- Prepare, write, and present to Council, Committees, other governmental bodies, the general public and other organizations.
- Plan, implement, and report on public engagements.
- Research and identify opportunities for strategic improvement in the Town's policies, regulations, and processes.
- Review, research, and provide evaluation for long range and current planning proposals based on planning documents, planning principles, bylaws, legislations, and other municipal policies and regulations.
- Responsible for managing the development, maintenance, and leading the evolution of the Town's statutory and non-statutory planning documents.
- Continuously identify and execute opportunities to enhance the Town's planning processes.
- Responsible for tracking and reporting on levies, reserves, and town owned lands.
- Provide support in coordinating timely intake, circulation, review, and evaluation of complete applications.
- Represent the Town at Regional Boards and Committees.
- Attend and participate in committees and other inter-departmental meetings.
- Monitor regional development activities and provide briefings as required.
- Review planning referrals from adjacent municipalities, regional municipalities, and EMRB, as needed.

#### Requirements:

- University Degree in Urban, Regional, or Environmental Planning, or a related discipline. Master's Degree preferred. *(Note: combinations and equivalencies of education and experience may be considered).*
- Minimum three (3) years directly related experience, preferably in a public sector environment.
- Registered Professional Planner (RPP) designation (or progress towards designation) required.
- Knowledge of municipal government and the application of bylaws and policies.
- Knowledge of the Municipal Government Act, Planning Hierarchy, and Planning Principles.
- Ability to interpret architectural drawings, site plans, and subdivision applications.
- Knowledge of Development Agreements, Land Use Bylaw, and Levy Bylaws.
- Strong negotiation and facilitation skills.
- Strong written, oral, and visual communication skills.
- Public engagement experience is considered an asset.
- Project management experience is considered an asset.
- GIS and Urban Design experience is considered an asset.

**Compensation:** Annual salary range of \$86,129 — \$102,843 (7 Step Grid), based on 35 hours per week. We offer a comprehensive benefits package including pension, professional development opportunities, compressed work schedule program, and a flexible and supportive work environment.

**Application Deadline: Monday, April 22, 2024, at 12pm (noon).**

**Submit resume and cover letter quoting**

**"Comp # 202413-SP" to:**

Human Resources, Town of Morinville

10125 100 Avenue, Morinville, AB T8R 1L6

Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 | Web:

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

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

*The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.*