Palliser
Regional Municipal Services

Planner I or II
Full Time, Permanent

Who We Are

PRMS is a regional organization providing planning, safety codes and GIS services to 24 member municipalities across over 4 million hectares in east central Alberta. Our Municipal membership is diverse, ranging from large rural counties to small villages, and everything in between.

PRMS members are communities that work together to create resiliency based on a foundation of regional collaboration.

Benefits of Joining PRMS

- ✓ Opportunity to work on a broad range of projects
- ✓ Work with both Rural and Urban Municipalities
- ✓ Opportunity for creativity in your work
- ✓ Competitive Salary & Benefits
- ✓ Work-life Balance (every second Friday off)
- ✓ Casual internal work environment

The Opportunity for You

Palliser Regional Municipal Services (PRMS) is seeking a qualified Planner to join our team working out of the PRMS office in Hanna, AB. **Remote work arrangements may be considered for the right candidate.**

To succeed in this role, you must have strong interpersonal and communication skills, with the ability to guide individuals through complex processes. Excellent writing abilities are essential, along with a focus on delivering outstanding customer service and building positive relationships. Depending on experience and qualifications, responsibilities may include:

- Providing planning support, guidance and advice to municipal staff, developers, landowners and the public, including responding to planning-related inquiries across the PRMS region.
- Assisting municipalities with the review, preparation and amendment of Land Use Bylaws (LUBs).
- Preparing or assisting with statutory planning documents, including Municipal Development Plans (MDPs) and Area Structure Plans (ASPs).
- Supporting and facilitating public engagement and consultation processes.
- Reviewing and issuing development permits on behalf of municipalities.
- Reviewing and processing subdivision applications.
- Processing planning document amendment applications, including rezonings and LUB amendments.
- Conducting planning research, preparing reports and presenting recommendations to municipal councils, boards and committees.
- Supporting a variety of regional planning initiatives and projects.

Qualifications

- Post Secondary degree in planning, urban and regional studies, or a related discipline.
- APPI Regulated membership required or preferred, or membership in one of the Provincial and Territorial Institutes and Associations (PTIAs) for the Canadian Planning Profession. Regulated members include Candidate and Registered Professional Planner (RPP) members of APPI or any other PTIA.
- In-depth knowledge of provincial and municipal planning legislation, including the Municipal Government Act and planning documents in Alberta.
- Proficient in community planning practices, principles, and procedures for both rural and urban settings.
- Experience in drafting bylaws, policies, and procedures.
- Proactive with the ability to work independently and meet deadlines.
- Strong written, verbal, and presentation communication skills.

Contact Details

Qualified candidates should submit a letter of interest and resume outlining their experience and qualifications to the attention of:

Devin Diano, CEO/Director of Planning
E-mail: ddiano@palliserservices.ca Phone: (403) 854-3371

We sincerely thank all candidates for their interest, but only those applicants who are selected for an interview will be contacted. **The Position will remain open until a suitable candidate is selected.**