

TOWN OF BLACKFALDS EMPLOYMENT OPPORTUNITY

Blackfalds is one of Canada's youngest growing communities; with a population of 11,415 and a growth rate of 2.9% in 2021.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun-loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.ca

Planner

The Planner plays a vital supporting role within the Planning & Development Department, working under the guidance and mentorship of the Planning & Development Manager. This entry-level position is designed to assist in both current and long-range planning initiatives that contribute to the sustainable growth and orderly development of the Town of Blackfalds.

As a key member of the team, provides foundational planning support by conducting research, preparing reports, and assisting in the review and development of Statutory and non-Statutory Plans, Land Use Bylaw amendments, and subdivision applications. The role involves applying established planning principles and best practices while learning to interpret and implement the Municipal Government Act and other relevant provincial regulations.

This position offers an excellent opportunity for a motivated individual to gain hands-on experience in municipal planning, develop professional competencies, and contribute meaningfully to the Town's long-term vision. Works collaboratively with internal departments, external stakeholders, and the public, ensuring planning decisions are informed, consistent, and aligned with community goals.

Required Knowledge, Skills and Abilities:

- Familiarity with Alberta's Municipal Government Act and planning regulations.
- Proficiency in Microsoft Office and ability to learn new digital tools.
- Strong analytical, organizational, and communication skills, both written and verbal, including report writing and presentations.
- Effective interpersonal skills with the ability to work independently and collaboratively across multidisciplinary teams and departments.
- Knowledge of Alberta's planning and development regulations, including the Municipal Government Act and related legislation.
- Ability to develop expertise across all areas of municipal planning.

Position Requirements:

- Assist with land use planning and subdivision applications
- Support Development Officers in interpreting the Land Use Bylaw
- Contribute to planning reports and policy development
- Participate in reviewing Area Structure Plans and related documents
- Engage with internal teams, developers, and the public
- Support public engagement activities and attend meetings
- Respond to planning inquiries and provide general information

Education & Experience:

- Bachelor's degree in urban and Regional Planning or a related field.
- APPI Regulated members required or preferred.
- Up to 3 years of planning experience in a municipal setting (an asset).
- Experience presenting to Council (an asset).

Additional Requirements:

- Minimum 18 years of age
- RCMP Criminal Record Check
- Valid Driver's License with current Driver's Abstract

Hours of Work: The hours of work are seventy (70) hours every two (2) weeks.

Salary: The 2025 hourly wage ranges from \$46.28 to \$ 51.96, as per the CUPE Local 417 Collective Agreement 2025-2027.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit their application online via our applicant tracking system.

We remind applicants that a pre-employment requirement is a Criminal Record Check & a valid Driver's License, and a satisfactory Driver's Abstract.

We appreciate and consider all applications; however, only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
website: www.blackfalds.ca
