

**Position Posting**


**Senior Planner**  
**(1 Position Available)**



**LLOYDMINSTER**

<b>Term of Employment:</b>	Full-Time, Continuing
<b>Rate of Pay:</b>	<b>Band 8:</b> \$48.40 - \$53.02 per hour (Subject to CUPE 1015 Agreement)
<b>Location:</b>	Operations Centre
<b>Duties:</b>	<p>Reporting to the Manager, Planning, the Senior Planner provides professional planning knowledge and expertise used to implement and follow the City's Statutory documents as well as to provide recommendations on the strategic growth and development of our City. Facilitating the City's relationship with our Regional Partners on both sides of the border as well as with our School Boards will be a key responsibility of this position.</p> <p><b>Planning &amp; Development</b></p> <ul style="list-style-type: none"><li>• Executes the strategic implementation and monitoring of the City's Municipal Development Plan.</li><li>• Facilitates the development of Area Structure Plans in accordance with City Policy.</li><li>• Review of Planning Applications, including but not limited to: Subdivision Applications, Land Use Bylaw Amendments and Development Permits. Reviews all applications to ensure compliance with pertinent planning legislation, statutory requirements, and bylaws.</li><li>• Facilitates and fosters the City's relationship with our Regional Partners including the creation and implementation of necessary statutory plans.</li><li>• Represents City Planning Administration within the Joint City School Planning Committee.</li><li>• Preparation of reports and recommendations to the Subdivision and Development Appeals Board (SDAB) as necessary</li><li>• Collects, compiles, and analyzes data and information pertaining to land use planning.</li><li>• Ensures Municipal compliance with Acts, Regulations, bylaws, agreements, policies, and procedures.</li><li>• Works with various internal and external stakeholders with regard to current and future development projects.</li><li>• Works independently and as part of departmental and interdepartmental teams on the preparation of major studies, plans and policy proposals for recommendation to senior staff, administration, and Council.</li></ul> <p><b>Research</b></p> <ul style="list-style-type: none"><li>• Continually monitors and researches emerging trends, bringing recommendations forward for amendments to City Bylaws and Policies.</li><li>• Provides evidence-based research and recommendations to necessary internal departments.</li><li>• Interpret and provide guidance to planning team on capital planning projects related to: servicing, storm water systems, road access, density requirements, noise, etc.</li></ul>

	<ul style="list-style-type: none"> <li>• Conducts research on relevant planning matters; prepares qualitative and quantitative analysis to inform policy recommendations.</li> <li>• Performs research related to land use, zoning, subdivision design control, economics, demographics, urban development, parks and recreation, public services, utilities, environmental, and social matters.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Facilitates communication with the City’s Intermunicipal Liaison Committee and Lloydminster Planning District Commission.</li> <li>• Facilitates the communication representing the Planning Department within the School Site Allocation Committee.</li> <li>• Supports the Planning Department with Open Houses and consultation events as needed.</li> <li>• Communicates directly with internal departments and external stakeholders.</li> <li>• Assists to provide problem-solving support to the general public, developers, builders, and their agents regarding inquiries for developments, building permits, and other planning matters.</li> <li>• Follows up with public, developers, landowners, firms, consultants, and internal staff related to planning inquiries.</li> <li>• Uses creative techniques to ensure the meaningful and timely involvement and outreach to the community regarding planning studies and projects, including the community at large, regional, neighborhoods, individuals, interest groups, and other stakeholders.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provides mentorship and support to the Planner, Policy &amp; Development as well as the Development Officers.</li> <li>• Able to facilitate and lead various Planning Capital projects.</li> <li>• Attends evening and weekend meetings (as required).</li> <li>• Other related duties from time to time as required.</li> </ul>
<b>Schedule:</b>	This position is office based; normal working hours are between 8:00 a.m.-5:00 p.m. with the occasional requirement to work outside these standard hours.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A Bachelor’s degree from a recognized Institution in Planning, or a related field with a minimum of five years of experience in the planning profession.</li> <li>• Candidate is a Registered Professional Planner (RPP).</li> <li>• Eligibility for membership in the Canadian Institute of Planners (Full membership is preferred).</li> <li>• Able to work independently, concisely, and accurately with the ability to meet deadlines.</li> <li>• Effective analytical and critical systems thinking skills.</li> <li>• Strong computer skills with proficiency in Microsoft Office including: Excel, Word and PowerPoint.</li> <li>• Excellent interpersonal skills with the public, staff, and external agencies, providing courteous and effective support.</li> <li>• Ability to communicate effectively with strong written, listening, and presentation skills that promote understanding and clarity in a respectful manner.</li> <li>• Thorough knowledge of planning principles, legislation, legal requirements, and best practices within the planning discipline,</li> </ul>

	<p>with a total business understanding of the various functions related to the preparation and adoption of land use bylaws as well as the processing of subdivision applications and development permits.</p> <ul style="list-style-type: none"> <li>• Ability to balance multiple projects and priorities to bring projects to completion using sound judgment, initiative, and creativity in a fast-paced, politically sensitive environment with minimal supervision.</li> <li>• A valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. This position may be required to operate a municipal vehicle for business purposes.</li> </ul>
<b>Pre-Employment Requirements:</b>	<ul style="list-style-type: none"> <li>• Satisfactory Criminal Record Check.</li> <li>• Successful applicant must provide proof of qualifications.</li> <li>• Applicants with international education will be required to include an Academic Credential Assessment with application.</li> </ul>
<b>Closing Date:</b>	<b>Until successful candidate is found</b>
<b>Posting Type:</b>	Internal & External
<b>Application Information:</b>	<p>The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be received by the closing date.</p> <p><b><u>Megan Radke</u></b>  HR Generalist, Employee Relations  City of Lloydminster  4420-50 Avenue  Lloydminster AB/SK T9V 0W2  Phone: 780-875-6184  Internal Candidate Email: <a href="mailto:hr@lloydminster.ca">hr@lloydminster.ca</a>  External Candidates apply at:  <a href="https://lloydminster.applytojob.com/apply">https://lloydminster.applytojob.com/apply</a></p>
<b>Posted By:</b>	 <hr/> Kara Farrell Posting Date: 1-May-26