



Senior Planner

More Information: <https://www.lethcounty.ca/p/careers>

The Senior Planner is responsible for leading complex planning and development files, providing advanced technical expertise, and supporting strategic land use planning initiatives within Lethbridge County. The position acts as Development Authority as delegated and provides professional planning advice to Administration, Council, developers, landowners, and the public.

The Senior Planner plays a key role in statutory plan development, planning applications, intermunicipal planning initiatives, and policy analysis. This position provides mentorship to planning staff and supports the Manager, Planning and Development in advancing departmental goals and strategic initiatives. Duties are performed in accordance with the Municipal Government Act, applicable provincial regulations, County bylaws, and County policy.

Reports To

Manager, Planning and Development

Supervises

May provide technical oversight and mentorship to planning staff as assigned

Role Responsibilities

Planning and Development

- Administration Act as Development Authority as delegated under the Municipal Government Act.
- Review and decide on complex Development Permit applications; prepare detailed decision reports with conditions or reasons for refusal.
- Manage and process planning applications and amendments to the Land Use Bylaw and other municipal bylaws.
- Prepare and present reports and recommendations to Council, boards, and committees.
- Attend and present at Subdivision and Development Appeal Board (SDAB) and the Lands and Property Rights Tribunal (LPRT) hearings and other quasi-judicial bodies.
- Review Real Property Reports and issue Certificates of Compliance as required.



- Conduct inspections to ensure compliance with approved permits and the Land Use Bylaw.
- Investigate complaints and coordinate enforcement actions in accordance with County policy.

Policy Development and Long-Range Planning

- Lead or support the preparation, review, and amendment of statutory and non-statutory plans (e.g., Municipal Development Plan, Area Structure Plans, Intermunicipal Development Plans).
- Conduct research, policy analysis, and background studies to inform planning decisions.
- Support growth strategy development, including residential, commercial, agricultural, and industrial planning initiatives

Interdepartmental and Intermunicipal

- Collaboration Liaise with internal departments to coordinate development review and ensure alignment with infrastructure, transportation, and environmental considerations.
- Collaborate with neighboring municipalities and regional partners on intermunicipal planning matters.
- Provide technical planning support in meetings related to Intermunicipal Development Plans (IDPs) and Intermunicipal Collaboration Frameworks (ICFs).

Stakeholder Engagement and Advisory Services

- Coordinate public consultation processes, stakeholder engagement sessions, and open houses.
- Provide professional planning advice to landowners, developers, consultants, Council, and the public.
- Respond to complex land use inquiries and provide interpretation of the Municipal Government Act, Land Use Bylaw, and relevant provincial legislation.
- Work collaboratively with internal departments and external stakeholders to identify solutions, resolve development challenges, and support forward-thinking land use planning initiatives.
- Prepare educational and informational materials in collaboration with Communications.

Health, Safety and Emergency Management

- Actively participate in Lethbridge County's Health and Safety Program.
- Participate in emergency management training and serve in the Emergency Coordination Centre as required.



Education/Training/Skills Required

- University degree in Planning from an accredited institution, or degree in a related field combined with substantial planning experience.
- Minimum five (5) years of progressively responsible municipal planning experience.
- APPI Regulated membership required or preferred, or membership in one of the Provincial and Territorial Institutes and Associations (PTIAs) for the Canadian Planning Profession.
- Extensive knowledge of the Municipal Government Act, Provincial Matters Related to Subdivision and Development Regulation, and local planning bylaws.
- Strong understanding of land development processes and municipal review.
- Demonstrated experience in policy development and public consultation.
- Excellent analytical, report writing, and presentation skills.
- Strong interpersonal and conflict-resolution skills.
- Proficiency with GIS and Microsoft Office applications.
- Valid Class 5 driver's license.
- Incident Command System (ICS) training is an asset or must be completed within six (6) months of employment.

Working Conditions

- Full-time permanent position (35 hours per week).
- Primarily office-based, with site visits and inspections as required.
- Occasional evening meetings and public consultation sessions.

Job Types: Full-time, Permanent Pay: \$90,000.00-\$100,000.00 per year

Benefits:

- Dental care
- Employee assistance program
- Extended health care





- Life insurance
- On-site parking
- Paid time off
- Vision care
- Wellness program

Work Location: In person

