

ABOUT THE CITY OF NORTH BATTLEFORD

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

CITY URBAN PLANNER

FORWARD-THINKING. DEDICATED. INNOVATIVE.

Reporting to the Director of EPAI, the incumbent is responsible for the management, administration and operation of all land use planning carried out by the City. The incumbent administers and reviews planning applications, conducts research and analysis of community planning issues and conducts community outreach on land use related issues. The City Urban Planner is expected to meet with the public and Council, deal with confidential information, make public presentations, prepare Council documents using established procedures, interpret legislation, Bylaws and policies. The City Urban Planner is also responsible for mentoring and supervising planning staff.

ROLES AND RESPONSIBILITIES

Planning and Community Development

- Provide expert advice and opinions to the City on land use planning and related matters,
- Participate actively in the management and upkeep of property and building files
- Review and act as signing authority for Development Permits.
- Work in co-operation with the Building Inspector in fulfilling the administrative requirements of community development.
- Ensure that the City remains in compliance with the Saskatchewan Cities Act and the Planning & Development Act and other relevant legislation, including processing Planning Act applications.
- Monitor, initiate and advise upon all applications for subdivisions as required.
- Update and amendment of City planning documents including the Official Community Plan, Zoning Bylaw and Zoning Maps.
- Assist with preparation of development agreements and negotiations for sale and development.
- In co-operation with other City departments maintains the City's municipal land inventory.

WHY NORTHBATTLEFORD?

The City of North Battleford strives to enable its team members to contribute to the organizational objectives and achieve their personal and career goals. It is the City's ultimate objective to have talented people across the organization who can execute the organizational strategy and envision North Battleford's future. The City of North Battleford achieves this goal by developing its people, and placing the best talent in the right role at the right time. In addition, the City seeks to ensure a safe, positive, fair and ethical work environment that promotes a high-performance culture while enabling individuals to perform at their best.

We seek to build a team that embraces our **Charter of Values** which include collaboration, communication, integrity, respect, trust, professionalism, accountability and a fun attitude.

If this is you, we want to hear from you!

CITY URBAN PLANNER

Policy Work and Research

- Apply appropriate legislation such as Planning and Development Act of 2007 and Cities Act.
- Provide recommendation regarding Zoning Bylaw, Official Community Plan Bylaw, and other planning related bylaw amendments.
- Conduct research and builds reports necessary for economic, housing, and regional planning.
- Provide information to public inquiries on Building and Planning permits, legislation, developments, bylaws and statues.
- Oversee the administration of public notices for Planning related matters.
- Oversee arranging and performing public hearings and other forums for public participation.
- Maintain professional technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks; participating in professional societies.

Projects and Committees

- Provide key leadership and initiative to planning for continuing the downtown revitalization.
- Lead public consultation on land use planning related matters,
- Oversee Derelict properties administration and maintenance in conjunction with Building Inspection contractors, and Community Safety Officers.
- Participate in economic development projects and initiatives.
- Assist with public contact and outreach on Utility, Pavement, Replacement Projects (UPAR)
- Participate in the Downtown Business Improvement District as a City Representative.
- Participate in economic development projects and initiatives.
- Provide support services to other departments and/or special projects.

CITY URBAN PLANNER

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

Leadership and Supervision

- Participate actively in the management and administrative team of the EPAI.
- Convey leadership skills that instill confidence, cooperation, and trust in fellow employees and public.
- Mentor planning staff to develop their capabilities in planning,
- Develop standard operating procedures as requested, train and ensure legislative standards and compliance.

Administration

- Draft memorandums and reports to Council.
- Assist Director of EPAI with the preparation of Operating and Capital budgets in areas associated with Community Planning and Development.
- Proactive networking with the public, community partners and other agencies as needed.

Occupational Health and Safety

- Comply with all workplace procedures for hazard identification, risk assessment and risks control.
- Actively participate in safety activities associated with management of workplace health and safety.
- Follow policies and procedures as required.

The duties and responsibilities outlined above are representative but not all-inclusive.

REQUIRED QUALIFICATIONS

- Registered Professional Planner (RPP) in the Professional Standards Board for the Planning Profession in Canada or be able to receive RPP status within 14 months of starting employment.
- Bachelor's Degree in Regional and Urban Planning with 5 to 8+ years progressive experience performing similar planning responsibilities with the capacity to provide staff leadership and guidance
- Ability to obtain and maintain a criminal records check suitable to the employer.
- Acceptable Class 5 drivers abstract.
- Provide vehicle for which a vehicle allowance will be paid.

TO APPLY

Email your resume and cover letter in confidence to:
Patrick Rowan, Partner
Feldman Daxon Partners
prowan@feldmandaxon.com
416-515-3302



FELDMANDAXON
PARTNERS INC.



CITY URBAN PLANNER

- Excellent knowledge of municipal planning strategies and land use Bylaws.
- Saskatchewan Class 5 Driver's License.

Assets (not required)

- Experience working in a municipal government environment.
- A good understanding of municipal infrastructure.
- Experience with low income housing.
- Experience with urban renewal.
- Asset Management Certificate.
- Familiarity with Safety Codes.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of the development industry, land use planning issues and statistical analysis.
- Proficient knowledge of legislative framework under which planning applications and projects are processed. (Planning and Development Act, Statements of Provincial Interest, Cities Act and applicable environmental legislation).
- Excellent knowledge of municipal planning strategies and land use Bylaws.
- Shows initiative and enhanced work ethic that follows and supports the City's Charter of Values.
- Excellent conflict management skills are essential and ability to deescalate difficult situations are required.
- Ability to problem solve, motivate, coach, train and supervise staff. Ability to establish and maintain effective working relationships.
- Excellent team building skills.
- Ability to organize the workload in a manner that is efficient and effective.
- Ability to liaise with a diversity of internal and external clients while exercising diplomacy and discretion.
- Willingness and ability to make public presentations to Council and the general public.
- Ability to write and format moderately complex correspondence, including memos, reports, and letters.
- Statistical analysis with relation to population, development, and existing land uses.
- Proficiency in computer applications including Microsoft Office (Word, Excel, Power Point).

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Assets (not required):

- Knowledge of a wide variety of software packages including, but not limited to: ArcGIS, AutoCAD Map, Map GUIDE, Internet Browsers, Adobe Acrobat.
- Proficiency in map compilation, graphic design/layout, research, formal writing.
- Data maintenance, including spatial and attribute data sets are an asset.
- Database analysis/development skills i.e., MS Access are an asset.
- Use of GIS data bases and maintenance of GIS data are and asset.
- Ability and willingness to undertake ongoing learning.
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally
- Ability to prioritize and manage conflicting demands

RELATIONSHIPS

Internal: All City Staff, Council and Mayor

External: General Public, Consultants, Contractors, Developers, Municipal and Government agencies