



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Senior Community Planner	
Position Number	Community	Division/Region
21-3396	Yellowknife	Community Governance

PURPOSE OF THE POSITION

The Senior Community Planner provides comprehensive professional community planning advice and support to the Municipal and Community Affairs, Community Planning unit, regional offices, divisions, and management and community staff. This position ensures that community planning processes and instruments meet legal requirements and are prepared to a professional standard.

SCOPE

Located in Yellowknife, the Senior Community Planner (Planner) reports to the Manager, Community Planning, and ensures that community planning principles and initiatives are developed in accordance with the *Community Planning and Development Act* and the relevant Municipal and Community Affairs (MACA/Department) policies and procedures. Advice may be provided to other Government of the Northwest Territories' departments and agencies, private sector planning consultants and the general public. This position has the ability to influence decisions made by senior Departmental staff, community governments and the general public.

RESPONSIBILITIES

- 1. Provide professional planning advice and support to MACA staff, community governments and other Government of the Northwest Territories (GNWT) departments and agencies.**
 - Provide advice and support regarding community planning legislation, policies and programs.

- Provide advice and support regarding the development, maintenance and administration of land management tools such as Land Use Plans, Community Plan Bylaws, Zoning Bylaws, Area Development Plan Bylaws and Land Administration Bylaws which all support good governance and help regulate land use and inform land development decisions in the communities.
- Provide advice and support regarding the development and administration of planning instruments such as Land Use Plans, Community Plans, Area Development Plans and Zoning Bylaws
- Provide advice and support regarding the land development process including promotion of community plan and/or land use plan implementation.
- Provide advice and support to regional offices and community governments with regards to the hiring of planning consultants, reviewing proposals and other technical assistance.

2. Coordinate, review and analyze planning applications and/or submissions to ensure legislated and policy requirements are met.

- Review and analyze Community Plan submissions and make recommendations regarding Ministerial approval.
- Review and analyze plan of subdivision and legal survey applications and make recommendations.
- Review and analyze submissions made under the Capital Area Development Plan and provide recommendations to the Director of Planning.
- Review and analyze submissions or community requests for compliance and administration of the GNWT Policies, such as Community Boundaries Policy, Municipal Lands Policy, Land Development Policy, to the Director of Planning.
- Review and analyze land applications and provide planning comments to respective land administrators.
- Review other community planning related submissions as required.

3. Review and provide analysis regarding community planning and land development issues in collaboration with Community Infrastructure Planning staff.

- Develop Department positions on community planning and land use policy issues such as climate change and the inclusion of accessibility considerations.
- Monitor and assess the land development to ensure that it addresses the current and future needs of communities.
- Prepare discussion papers and briefing notes as required.
- Conduct, research and/or coordinate special planning projects as required.

4. Provide support to community governments by building local community planning capacity and expertise.

- Develop technical and informational materials for community governments that promote community planning best practices.
- Develop land development support materials and guidelines.
- Develop informational guides regarding community planning processes and procedures.

- Develop informational materials for the general public that raises the awareness of community planning.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is required to travel to communities approximately 3-5 times annually for a period of 2- 3 days per trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the relevant GNWT community planning legislation and policies.
- Knowledge of planning theory and typical community planning processes and procedures.
- Knowledge of land administration processes in the NWT.
- Knowledge of the land development process and relationship to capital infrastructure planning process at the community government level.
- Knowledge of northern land claim, self-governance processes, Interim Measures agreements and Indigenous consultation practices.
- Ability to acquire and apply knowledge of relevant environmental and resource management legislation.
- Ability to review community planning and development documents such as development permits and subdivision designs and provide analysis and recommendations.
- Ability to communicate effectively (orally and written) for diverse audiences, and recognize politically sensitive situations.
- Strategic thinking skills and judgement and the ability to research, analyze and synthesize multiple concepts and priorities.
- Adaptable, organized and able to manage timelines.
- Ability to develop technical and informational materials for community governments that promote community planning best practices.
- Skilled in the provision of advice and support regarding community planning legislation, policies and programs.
- Skilled in developing technical and informational materials for community governments that promote community planning best practices.
- Computer skills including word processing, spreadsheets, scheduler, internet and email.

Typically, the above qualifications would be attained by:

A degree in Community Planning, Urban Studies, Geography or a related field and four (4) years of progressive community planning experience. Membership in good standing in the Canadian Institute of Planners (CIP), or membership in good standing with one of the planning Provincial and Territorial Institutes and Associations (PTIAs) across Canada.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred