



Municipal Planner

The Municipality of Red Lake has an exciting opportunity for a Municipal Planner to join our team!

About The Municipality of Red Lake

The Municipality of Red Lake is a naturally beautiful and vibrant community with a population of 4,100 nestled in the Boreal Forest of Northwestern Ontario within Treaty 3 territory on the traditional lands of Lac Seul and Wabauskang First Nations. Created in 1998 with the amalgamation of the Township of Red Lake, the Township of Golden, and the Local Services Board of Madsen offers many opportunities for those who enjoy the outdoors and living a quality lifestyle.

The Municipality offers a supportive work environment coupled with a comprehensive compensation and benefit package including enrolment in the OMERS pension and 100% employer paid benefit premiums. The Municipality also provides subsidized gym memberships, ability to sign up for reduced cost cell phone plans, and professional development opportunities.

The Position

Reporting to the Director of Operations, the Municipal Planner will develop, implement, and oversee comprehensive plans and policies related to land use, zones, designations, resource management and community development within the Municipality of Red Lake. The Planner will collaborate with various stakeholders, community members, developers, and other relevant parties to ensure development projects align with the municipality's goals, regulations, and vision for sustainable improvement and growth.

Key Accountabilities

- Monitor and advise Red Lake leadership on compliance with changing provincial policies and legislation regarding planning and development.
- Manage planning and development applications and agreements. (i.e.: Zoning, official plan, Plan of Subdivision, consent, minor variance, etc.)
- Identify, develop, and negotiate land use concepts and approaches with internal and external clients.
- Provide professional recommendations, courses of action and solutions to Senior Management, Council, Planning Advisory Committee, and Committee of Adjustment.
- Manage, update and maintain the Municipal GIS with ownership changes, consolidations, subdivisions and the official record of asset inventory.
- Digitize plans into the GIS program for use by the department in visualizing the assets and using the information for design, reports, and presentations.
- Attend and prepare reports for Senior Management, Planning Advisory Committee, and Committee of Adjustment, and Council/Committee of the Whole.



- Create and maintain documentation for all Geography Information Systems projects.
- Represent the municipality positively through the delivery of services to the public in a courteous, informative, and professional manner at all times.
- Work safely and follow all safety policies in accordance with the Occupational Health & Act.

Knowledge, Skills and Technical Abilities

- University degree in Urban Planning, Geography, or a related field
- Minimum of 2 years of Municipal Planning, urban planning, community development or equivalent relevant work experience is required.
- Proficiency in GIS (Geographic Information Systems).
- Working knowledge of planning principles, practices, techniques, field data collection, cartography principles and using GPS technology.
- Knowledge of GIS mapping best practices and formal training in ESRI software solutions (including ArcGIS Pro) would be an asset.
- Experience with Microsoft 365 applications and user administration would be an asset.
- Working knowledge of the Ontario Planning Act, the Municipal Act, and Municipal By-Laws.
- GIS Technician Certification or willingness to achieve certification.
- Excellent communication skills, interpersonal and presentation abilities.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to work effectively as a team and independently.
- Intermediate computer skills (MS Office)

Workplace Requirements and Conditions:

- Valid Ontario Driver's License in good standing
- Ability to sit and do computer work for sustained periods of time
- Location: Onsite Red Lake, Ontario

Qualified candidates are encouraged to apply and express their interest to <https://tealandco.com/careers>.

The Municipality of Red Lake welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. The Municipality of Red Lake is committed to a positive, supportive, and inclusive environment.

The Municipality of Red Lake is committed to providing accommodations for persons with disabilities. Please contact us at careers@redlake.ca for further details or if you require any information in an alternate format.