

MEGAN WILLIAMS, BCD, RPP, MCIP	275 Fitzroy Street Summerside, PE C1N 1H9	Megan.williams@summerside.ca
		1.902.432.1260

EDUCATION	
BACHELOR OF COMMUNITY DESIGN HON. IN ENVIRONMENTAL PLANNING DALHOUSIE UNIVERSITY Halifax, NS	FOUNDATION DRAWING NSCAD Halifax, NS

CREDENTIALS	
Registered Professional Planner and Member of the Canadian Institute of Planners	ICS – 100 ICS – 200 FIRST AID

SKILLS	
<ul style="list-style-type: none"> I ... ○ Assist the public with interpretation of regulations or processes; ○ Have strong communication, presentation, research, and organization skills; ○ Am able to learn and interpret legislation ○ Have extensive working knowledge of Canadian planning legislation and policies; ○ Work in a politically sensitive environment; ○ Am able to work as a team and independently; 	<ul style="list-style-type: none"> ○ Provide pragmatic solutions to complex problems; ○ Have experience with GIS; ○ Have experience in Long Range and Current Planning; ○ Process applications for bylaws agreements, and redistricting statutory plans; ○ Participate in developing plans and policies; ○ Research planning and policy development; ○ Have experience working with internal and external committees; ○ Have experience presenting to the Municipal Government Board.

EXPERIENCE	
PLANNING OFFICER City of Summerside Summerside, PE February 2025 – Present	
<p>As the Planning Officer for the City of Summerside, my daily responsibilities include reviewing, drafting, and recommending amendments to the City’s planning and development policies and bylaws; preparing reports for City Council, committees and the Planning Board; and assisting the other staff of the Technical Services Department. In my short time here, I’ve been heavily involved in helping the City complete their Housing Accelerator Fund initiatives, and the permitting software changeover project. I provide technical assistance to other departments, such as the Economic Development Department, as needed.</p>	

MANAGER OF LAND USE PLANNING Gov’t of P.E.I. Charlottetown, PE June 2023 – February 2025	
<p>As the Manager of Land Use Planning for the Housing, Land and Communities Department of the Government of P.E.I., my daily responsibilities included managing six staff members, responding to telephone and email inquiries in a timely manner, writing briefing notes, conducting presentations, and participating in meetings with other departments. I contributed to sessions where we review legislations and regulations for amendments, and I project managed the State of the Island Report. If necessary, I helped staff with their day to day work including issuing recommendations on subdivision, development permits, and change of use applications, and with the review of municipal official plans and land use bylaws.</p>	

PLANNER III Town of Strathmore Strathmore, AB January 2021 – May 2023	
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As the Planner III for the Town of Strathmore, my daily responsibilities included responding to telephone and email inquiries in a timely manner, conducting comprehensive engagement sessions to improve the policies and regulations in our Land Use Bylaw, writing request for decisions for Council, and presenting them. I was the project manager for the Town's Municipal Development Plan review, complicated subdivision and development applications, and the Garden Suite land use bylaw review. I was the application manager for a new Area Structure Plan application for a tourism and RV campground site. I was part of the team working on the Intermunicipal Development Plan being drafted between the Town of Strathmore and Wheatland County.

PLANNER II | Wheatland County | Strathmore, AB | August 2018 – January 2021

As the Planner II for Wheatland County my daily responsibilities included research, writing request for decisions (RFDs) for Council and the Municipal Planning Commission (MPC), presenting said RFDs to Council and MPC, generating maps using GIS, drafting innovative policies, updating the land use bylaw, and responding to telephone and email inquiries in a timely manner. I provide mentorship for the Planner I position, and assist the development officer when more complicated inquiries or applications are submitted. I am the project lead for the County's Municipal Development Plan review, under the mentorship of the Planning Manager. Complicated subdivision, redesignation, concept plan applications, and 'legacy files' are my responsibility to review and manage.

MUNICIPAL PLANNER | M.D. of Opportunity No. 17 | Wabasca, AB | May 2017 – August 2018

As Municipal Planner I was tasked with researching and writing briefing notes, policies, request for decisions and bylaws. My day-to-day responsibilities included completing Provincial Water Act applications for various purposes, obtaining dispositions with the Province, using Geomedia a GIS program to create maps. I also assisted and mentored my co-workers (Junior Planner, Development Officers, and Lands Administrator), and helped them with issues they have with their work.

JUNIOR PLANNER | M.D. of Opportunity No. 17 | Wabasca, AB | Feb 2016 – May 2017

As Junior Planner my duties included researching and writing RFDs for Council review; identifying and registering MD interests with land titles; using Geomedia to create maps; buying and selling land, writing sale, development and construction agreements, crossing agreements, road use agreements, and pipeline crossing agreements; apply and obtain dispositions with the Province; bylaw amendments to statutory plans; and assist and advise the public on land ownership and land transfers.

PLANNING ANALYST | M.D. of Opportunity No. 17 | Wabasca, AB | Oct 2014 – Feb 2016

As planning analyst I researched and wrote RFDs to go to Council; facilitated various agreements for the MD; registered and removed caveats with land titles; sold municipal land and completed legal documents including sale and construction agreements, and followed up with the purchasers before deadlines; made Maps using Geomedia; and helped residents with any lands-based issues they may have had.

PROJECTS

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| ○ State of the Island Report; | ○ Garden Suite Land Use Bylaw amendment; |
| ○ Sea Can Land Use Bylaw Amendment; | ○ Wabasca's Source Water Protection Plan; |
| ○ Environmental Reserve (Easement) Policy; | ○ Boat Launch registration. |

VOLUNTEER EXPERIENCE

GROUND SEARCH AND RESCUE | Calling Lake Search and Rescue | Calling Lake, AB | Nov 2016 – August 2018

Badlands Search and Rescue | Hussar, AB | June 2019 – Present

PAID ON CALL FIREFIGHTER | Wabasca Fire Department | Wabasca, AB | Oct 2015 – August 2018

Strathmore Fire Department | Strathmore, AB | September, 2018 – March 2021
