



Development Planner

Job Type: Permanent Full-Time

Min Hiring Rate: \$ 85,041

Location: Rocky View County, Alberta

of Positions: 1

Rocky View County is committed to providing our employees a respectful and stable work environment, benefits that promote work/life balance, and opportunities for professional learning and personal growth. We seek individuals who thrive on challenge and will contribute their positive energy, innovation, and service mindset to making a difference and contributing meaningfully to the vibrant community of 40,000 people who call Rocky View County home.

Position Summary

This position requires the individual to demonstrate and draw on expertise acquired from extensive, varied and progressively more responsible levels of experience in the development phase of Planning. In consultation with the Supervisor, this position is responsible for initiating changes, interpretation, and enforcement of the Land Use Bylaw.

This position will take a lead role in the implementation of policy relating to the Development of properties. The Development Planner will be expected to handle a wide range of duties related to all manner and size of projects, applications, and policies. The Development Planner will work independently or in teams as the situation dictates. Presentations to Council, Boards and Committees are an integral component of the scope of duties. The Development Planner will act as a resource person and mentor for Planners and Development Assistants.

Core Accountabilities

- Through a sound knowledge of the Land Use Bylaw, accurately provides development and building requirements and other related planning information and guidance on general counter or telephone inquiries as required.
- Ensures development permit applications are complete including an assessment of information submitted. Assigns Development Permit applications, so that appropriate development personnel and processes are notified and applied.
- Determines if Development Permit applications are deemed for refusal and prepares the refusal forms based on Land Use Bylaw non-compliance, for signature by the Manager Planning.
- Ensures all Development Appeal Board reports are prepared, presents reports at Development Appeal Board Hearings and assures the reports are submitted to administration within the deadlines set for upcoming meetings.
- Monitors process deadlines for new applications including ensuring that: a log of all new Development Permits applications is current; reports are prepared; reviews all reports for accuracy to the Land Use Bylaw and completeness; reviews files with the Manager to determine if the applications are ready for approval and advertisement in the newspaper.

- Identifies and initiates actions regarding conditionally approved Development Permits with expiry dates and works with the applicant to achieve these conditions and successfully issue the Development Permit.
- Ensures that all Development Permit applications approved through the Development Appeal process are prepared and issued. Ensures that all Board Orders prepared from Development Appeal Hearings accurately reflects the Development application and ensures they are mailed within the fifteen (15) daytime limit.
- Ensures that an accurate log of all Letters of Credit that are required as a condition of development approval and creates the necessary forms to notify Business Services of new, revised or released Letters of Credit. Balances the Letters of Credit log with the Finance Report at year end.
- Endorses Stamps of Compliance on Real Property Reports and offers advice to Planning employees when required, to bring properties into compliance when Real Property Reports are reviewed.
- Initiates and balances month end reports for the Planning and Development Services Section and submits statistics to Stats Canada, the Manager and the Executive Director monthly.
- Meets with Developers to discuss their proposals and offers advice and guidance in the Development Permit process.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other duties and special projects as assigned.

Position Requirements

Completion of bachelor's degree in planning or a related field along with a minimum two (2) to four (4) years of experience in planning environment with customer service experience. A consideration for Land Use certificate and two (2) years of planning experience.

- Must possess positive public relations and effective oral and written communication skills.
- Must possess a strong ability for attention to detail, accuracy, timing and scheduling of work for this position, with the ability to meet demanding deadlines.
- Able to interpret the Land Use Bylaw and building construction plans, drawings, site plans, sketches and related documents.
- Must be individually motivated with the ability to act independently within a close team environment, exercising independent judgment within tight timelines.

- Must have a strong ability to act independently within an interdependent team environment, dealing positively with the public and co-workers with tight timelines.
- APPI regulated membership required or preferred.
- Proficiency in MS Office Suite.
- Must possess a valid class 5 Alberta driver's license and have access to reliable transportation.

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications must be submitted online at www.rockyview.ca/careers.

If you require an accommodation during any part of the application or hiring process, please contact us at HR_Advisors@rockyview.ca and we will work with you to meet your needs.

Closing Date: Posting will close September 9th, 2026 or when a suitable candidate is found.