



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Job Title: Manager, Development Planning

Requisition ID: 3783

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday - Friday

Division/ Department: Planning and Development Services, Development Planning

Job Location: Fort McMurray

Starting Salary Range*: \$155,901 - \$164,809 (Pay Band I)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 23/09/2025

Closing Date (dd/mm/yyyy): Open Until Filled

Posting Type: Internal and External

*The Municipality offers a competitive compensation package, including an attractive base salary, excellent benefits, retirement plans, and more. The starting salary for this position is within the range listed above and will be dependent upon the qualifications and experience of the successful candidate.

We strive to make our hiring process accessible to all candidates. If you require accommodation for the interview or any other part of the application process, please let us know.

Are you ready to play a key role in shaping the future of one of Canada's most dynamic regions? The Regional Municipality of Wood Buffalo (RMWB) is seeking a strategic and collaborative individual to join our team as **Manager, Development Planning**.

This position leads a team responsible for urban, rural, and regional planning across the Municipality, advancing projects that guide growth and development. The Manager ensures that bylaws, statutory plans, and land development processes meet the needs of our growing communities while aligning with Council's strategic plan and Administration's priorities.

As a key member of the Planning and Development Services leadership team, you will provide vision, direction, and expertise in all aspects of land use and development planning. Working closely with municipal leadership, community partners, and investors, the role supports long-term infrastructure investment and regional priorities, helping to shape sustainable communities for today and the future.

ABOUT THE DIVISION:

The Regional Municipality of Wood Buffalo (RMWB) is one of Canada's most unique and fast-evolving regions — a place where innovative thinking meets real-world impact. Our Planning and Development Division shapes where we live, work and play.

Planning & Development at RMWB is more than policies and plans, it's about creating vibrant, inclusive and sustainable communities. Join a collaborative team that leads long-term strategy, supports development initiatives, and partners with residents and community partners to build our shared future.

If you're passionate about smart growth and public service, this is your opportunity to make your mark.

GENERAL DESCRIPTION:

The Manager, Development Planning, leads a team responsible for urban and rural planning for the Regional Municipality of Wood Buffalo. This area undertakes projects that inform and guide our region's growth, including the

Municipal Development Plan, Area Structure Plans, Outline Plans, and Land Use Bylaw. The incumbent is responsible for establishing, implementing, and monitoring service standards and quality measures of community needs and demands, bylaws, statutory plans, and land development. The Manager, Development Planning, collaborates with leadership to support corporate strategic planning, long-term infrastructure investment, and the advancement of region wide priorities.

As a leader, the incumbent upholds the Municipality's organizational values and is accountable for fostering a healthy, safe, respectful, and inclusive workplace. Leading by example, the Manager promotes the Municipality's cultural competencies of personal accountability, continuous improvement, effective communication, collaboration, excellence in customer service, and support for common goals. Primary responsibilities of this position include:

Departmental Management: Assists the Director with overall program service delivery in alignment with the divisional Business Plan. Directly involved in daily operations, budgeting, strategic planning, and leadership of all department initiatives, while ensuring legislation, industry standards, and best practices are followed. Oversees preparation and sign-off of departmental reports, ensuring quality control and alignment with corporate reporting standards and legislative requirements. Guides the preparation and implementation of statutory planning documents (e.g., MDP, ASPs, Land Use Bylaws), ensuring they reflect Council's strategic goals and support sustainable community development. Presents planning and infrastructure reports to Council, boards, and committees, providing strategic advice, policy recommendations, and guidance on key initiatives.

Involved in the process of off-site levies and associated development securities. Acts as Subdivision and Development Authority, providing formal planning decisions and approvals, as required. Manages Subdivision and Development Appeal Board appeals process. Coordinates complex and critical development approvals.

Leadership: Provides strategic leadership and direction for land use planning, development services, and related infrastructure initiatives, ensuring alignment with Council's vision, the Municipal Development Plan, and the Municipality's strategic growth objectives. The incumbent takes a lead role in developing and actioning innovative and practical approaches to branch and department initiatives to ensure all employees are working proficiently and effectively in a productive environment. Recruits, trains, and mentors staff. Leads staff in the delivery of advice, recommendations, and decision support. The incumbent develops and monitors performance measures that will provide clear objectives and goals to increase staff skills and knowledge in functional areas and build service potential. Fosters a culture of continuous improvement, leading performance reviews, and implementing feedback mechanisms to enhance service delivery and champion a high-performance culture, providing mentorship, coaching, and leadership to staff while promoting professional growth and succession planning.

Customer Service: Works closely with internal and external stakeholders to ensure that municipal objectives are in alignment with community needs, effective, and communicated clearly. Advises on engagement methods, appropriate communication, and optimal approaches to better facilitate investment, development, and responsible growth. This includes improving customer service by reducing red tape and barriers to better facilitate responsible property improvement, investment, and development.

SKILLS REQUIREMENTS:

- Extensive knowledge of Planning Law, Municipal Government Act (MGA), provincial and municipal planning statutes and plans.
- Ability to review and interpret engineering plans, drawings, planning documents, and specifications.
- Strong verbal and written communication skills.
- Highly developed analytical and critical thinking skills.
- Ability to establish and maintain effective working relationships with employees, leaders, and external contacts; interacts in a manner that builds trust, credibility, and rapport.
- Ability to empower people, and use innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Negotiation, interpersonal, investigation, mediation, and facilitation skills.

- Proven ability to liaise and foster partnerships with community groups, organizations, and orders of government.
- High emotional intelligence, including the ability to operate within a politically sensitive environment; appropriately dealing with sensitive and confidential issues as they arise.
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook).

EDUCATION:

- Degree in Urban and Regional Planning.
- APPI Regulated members required or preferred.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Ten (10) years of working in a planning environment, preferably within a municipal setting.
- Five (5) years of experience as a supervisor.
- Experience working in a public sector environment with unionized and non-unionized employees is considered an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Alberta Operator's Class Five (5) License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.