



Manager of Current Planning

Competition number: RR 2025 090

Department: Planning and Development

Close Date: October 19, 2025

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth.

The “Values, We Live By” are accountability, communication, leadership, integrity, and respect while we work towards maintaining a work/play balance.

We are an organization that cares, an organization that is committed to our city and committed to you. The City of Spruce Grove is committed to public service, where everyone feels empowered to contribute their best work. We believe that by working together in a spirit of collaboration and respect, we can achieve great things.

POSITION OVERVIEW:

This Manager of Current Planning is responsible for leadership, planning and supervision of the daily operation of customer experience and processing of development, subdivision and bylaw amendment applications, and ensuring related compliance. The incumbent leads the Supervisor of Development, Development Planners, and Planning Technician. This position reports to the Director of Planning and Development.

This is a full-time, permanent position. The salary range is: \$114,714.60 - \$136,354.40.

SPECIFIC RESPONSIBILITIES:

1. Development Planning
 - Oversee the review and processing of statutory bylaw amendments, Land Use Bylaw amendments and redistrictings.
 - Oversee road closures and reserve removals.
 - Develop and implement administrative processes and communications that ensure delivery of customer service excellence as it relates to development planning inquiries and applications.
2. Subdivision and Endorsement
 - Oversee the review and processing of subdivision and endorsement applications and provide technical expertise and recommendations on land title processes, legislation and document preparation requirements, land transfers and title instruments.
 - Oversee related data management e.g. reserve land, densities, to monitor compliance with statutory plans.
 - Responsible for preparation and implementation of the Naming Policy and Addressing Bylaw.

- Develop and implement administrative processes and communications that ensure delivery of customer service excellence as it relates to subdivision inquiries and applications.
- Oversee the preparation and presentation of reports to the Subdivision and Development Appeal board.

3. Development and Compliance

- Oversee the review and processing of development permit and compliance applications, development compliance complaints.
- Oversee the administration of application intake and decision making for all development permits.
- Monitor conditions for compliance and respond to development compliance complaints.
- Oversee the preparation and presentation of reports to the Subdivision and Development Appeal board.
- Monitor Land Use Bylaw for inconsistencies, challenges of interpretation or other potential improvements to allow for timely updates.
- Coordinate and respond to complaints and inquiries from customers and Council related to development.
- Develop and implement administrative processes and communications that ensure delivery of customer service excellence as it relates to development inquiries, applications and compliance.
- Initiate compliance actions in response to complaints.
- Provide technical assistance and advice on City's bylaws and compliance procedures to Development and Development Planning staff and Peace Officers.
- Provide individuals with information on development-related bylaws during complaint process.
- Prepare or oversee preparation and delivery of warning letters or stop work orders, as needed.
- Work with City's solicitors on procedures, legal documents and correspondence and other aspects of development decisions, appeals and compliance.

4. Project Management

- Use consistent project management approaches to oversee a variety of projects related to development for the City for both planned and emergent projects.
- Prepare and undertake project scoping and budgeting, Requests for Proposal, Consultant oversight and manage project budgets.
- Manage and prioritize a variety of identified and emergent projects, identifying expected outcomes, needed resources and providing timely outcomes.

5. Supervisory Management

- Prepare and conduct employee discussions and performance reviews on a regular basis.
- Provide effective and regular feedback to employees as part of ongoing performance management.
- Coach and mentor staff.
- Participate in hiring process and ensure staff are appropriately trained.
- Develop and communicate annual goals and objectives consistent with the City's Corporate Plan and Employee Performance Review process.

- Ensure training and development is well planned and contributes effectively to increasing employee competencies.
 - Lead regular meetings and team building exercises designed at improving communication and enhancing collaboration.
6. Communication, customer experience and engagement
- Oversee consistent excellent customer experiences related to current planning, development, subdivision and development compliance.
 - Communicate and collaborate with team members, City departments, Provincial departments and key partners as required.
 - Oversee and provide excellent and strategic professional planning advice on current planning and development matters to Council, senior staff and other City departments.
 - Ensure understanding by internal staff or other users of Land Use Bylaw, Municipal Government Act, as well as pertinent Provincial and City plans and policies.
 - Inform internal matters related to other City Departments.
 - Provide feedback and guidance on applications, proposals and inquiries from internal and external parties.
 - Respond to telephone, email and in-person inquiries and complaints from the public related to development planning initiatives and matters.
 - Attend occasional and regular evening and weekend meetings.
 - Ensure consistent, clear and professional written communication and presentations.
 - Facilitate meetings with staff or other parties to support development planning.
7. Other
- Understand and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
 - Provide leadership for Health and Safety by making every reasonable effort to ensure the health and safety of staff within the section. Understand the safety incident reporting requirements.
 - Contribute to a positive safety culture by always acting in a safe manner and complying with City safety policies Act as a steward of the City's Corporate Culture through empowerment and support to staff.
 - All employees shall act in a safe manner at all times and will report any unsafe conditions, procedures or acts for the benefit of the City. Continual adherence to the City Safety Policy is mandatory.
 - Employee are expected to stay current on WHMIS and other safety-related procedures.
 - May provide back up for Director of Planning and Development.
 - Perform other job-related duties.

REQUIRED QUALIFICATIONS:

- Degree in Urban or Regional Planning, related field of studies or equivalent
- Minimum Ten (10) years in directly related experience, preferably in an Alberta municipal setting.
- Minimum of three (3) years supervisory experience.
- A combination of education and experience may be considered.

- Advanced knowledge of Planning & Development bylaws, policies, statutory planning, and subdivision and development processes.
- Advanced knowledge of the Municipal Government Act, as well as provincial and municipal policies, procedures and bylaws.
- Advanced knowledge of planning and development practices.
- Good knowledge of strategic and political issues at the municipal level.
- Advanced oral and written communication skills for preparing and presenting planning reports, projects, strategies, and plans.
- Ability to develop and implement goals, strategies, and plans.
- Strong customer service orientation and the ability to build positive, productive business relationships.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Advanced knowledge of land titles processes and instruments.

ASSET QUALIFICATIONS:

- Alberta municipal government experience.
- Canadian Institute of Planners (CIP) member.
- Alberta Professional Planners Institute (APPI) Regulated member.

COMPETENCIES:

Thinking & Acting Strategically - Forward-thinking. Sees the big picture and imagines the future. Links long-range visions, strategies, and concepts to daily work. Aligns personal actions and initiatives with customer needs, and with organizational priorities and direction. To think and act strategically requires an understanding of our organizational direction, as well as the internal and external factors that influence decision-making.

Building Influential Working Relationships - Strengthening and developing working relationships and strategic alliances that are founded on ethics, trust, and guided by our corporate values of respect, leadership, accountability, communication, and integrity.

Optimizing Performance & Results - Reaches for excellence for oneself, one's team, and the organization. Determined and focused on achieving outcomes that align with organizational goals. Creates goals and priorities that maximize resources while using an enterprising, resourceful approach to deliver outcomes and achieve customer expectations. Maintains accountability for results.

Growing Talent & Workforce Capacity - Honouring the individual differences that make each person unique. Being curious and committed to listening, reflecting, and learning. Developing individual and workforce capabilities to enhance the organization's capacity to accomplish strategic goals, enhance program and service delivery, and provide an exceptional customer/client experience. Contributes to a learning and teaching culture.

Fostering Innovation & Steering Change – Creates an environment for transformation. Advances the City through improvement based on innovation and guides the associated change. Uses the skills, attitudes and behaviours needed to produce new or improved programs and services to meet current and future needs of our customers, our organization, and our community.

CONDITIONS OF EMPLOYMENT:

- Class 5 Driver's License.
- Must obtain a satisfactory review of a three-year Driver's Abstract, with a maximum of six demerits.
- Criminal Record Check Clearance.

WORKING ENVIRONMENT:

- Monday to Friday.
- Hours of Work: 8:30am to 4:30pm.
- Overtime may be required.
- Travel may be required.
- Working in an office environment.

WHAT WE OFFER:

- Competitive annual salary
- Pension
- Medical & Dental Benefits
- Life Insurance
- Wellness Initiatives
- Work/Life Balance
- Recognized General Holidays
- Leave Options
- Flexible Work Arrangements
- Perks
- Positive Work Atmosphere
- Employee Awards
- Volunteer and Fundraising Opportunities
- Professional Development

ADDITIONAL INFORMATION:

- Please visit www.sprucegrove.org/careers for more information and to apply.
- Only those candidates selected for further consideration will be contacted.
- The posting may be used to staff other permanent or temporary vacancies.