



Planner, Current Planning

Sturgeon County

This position is responsible for supporting the Program Lead (Current Planning) in preparing reports on Municipal Development Plan, Area Structure Plan and/or Land Use Bylaw amendment applications, managing subdivision applications, working on special projects, and undertaking planning research/policy reviews as required.

This is temporary (16-month) position.

Salary: \$99,794 - \$126,966

Closing date: April 12, 2026

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KEY DUTIES AND RESPONSIBILITIES

Amendment and Subdivision Applications (65%)

- Reviews applications for area structure/outline plans, bylaw amendments and subdivisions contained in the relevant municipal and provincial legislation (Land Use Bylaw, Municipal Development Plan (MDP), Area Structure Plan (ASP), etc.).
- Prepares reports and/or plans, makes recommendations, provides information, and performs related duties on area structure/outline plans, bylaw amendment and subdivision applications.
- Makes presentations to the Subdivision Authority and appeal boards, advisory committees or Council as required.
- Supports customers in understanding and completing the application process for area structure/outline plans, bylaw amendment and subdivision applications.
- Liaises and responds promptly in a positive manner to internal and external customer requests for information, or referrals on proposed applications.

Department Support (15%)

- Responds to inquiries from the public, developers, builders, and other departments regarding current planning matters.
- Provides assistance to the Program Lead, Land Management as needed.

- Collaborates with Development Officers to review development permit applications and requests for compliance certificates.

Special Projects (10%)

- Manages/contributes to departmental projects (e.g., review of MDP, ASP's, IDP's) including the engagement processes involved.
- Prepares reports and/or plans, makes recommendations, provides information, and performs related duties on abovementioned projects.
- Develops and/or revises policies and regulations for County planning documents and as required, prepares associated reports.
- Undertakes planning research as required.

Other Related Duties (10%)

- When required attends and/or represents the County on a variety of Steering Committees/Boards (e.g., ad hoc EMRB committees).
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Other related duties as required.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

The following are required in this position:

- Post-secondary bachelor's degree in Land Use Planning.
- A minimum of 3 years relevant experience in a related discipline.
- Strong legislative awareness including the Municipal Government Act (MGA) and applicable provincial and federal statutes or regulations.
- Strong understanding of community and land use planning in Alberta.
- Knowledge in interpreting, creating, and/or explaining various maps, plans, surveys, and similar planning illustrations.
- Ability to read, research, follow, and understand processes, procedures, and policies to perform work in accordance with expectations.

- Proficiency when using all Microsoft Office Programs (Excel, Word, and PowerPoint, etc.)
- Driven, motivated, self-starter that can determine necessary course of action in new and unique situations, and effectively determine when feedback or input is required from others.
- Ability to exercise and apply sound judgment, analyze, and solve complex problems, take initiative, and make informed decisions.
- Ability to regularly engage and collaborate with stakeholders to facilitate open and thought-provoking discussions to address current and future needs of the county.
- Ability to prioritize and manage time effectively, working well and effectively under pressure while meeting deadlines, including strong project management and organizational skills and the ability to motivate others towards achieving a common goal.
- Ability to professionally engage, generate common understanding, create a shared vision, and build working relationships in an environment of diverse stakeholders.
- Proven ability to reach agreement with others in an objective, logical and sensible manner.
- Proactively identify and recommend sound solutions to leadership that are based on experience, research and understanding of the organizational goals and priorities.
- The ability to work efficiently and effectively either independently or in a team environment.

The following are considered assets or preferences in this position:

- Ability to comprehend and interpret legislative direction is an asset.