

# Cultivate Your Career



## PLANNER

TERM FULL TIME

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Planning and Development
Location	5 St. Anne Street, St. Albert
Compensation	\$88,621.90 - \$107,822.33 per annum
Closing Date	May 20, 2025
Competition #	25/66

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Planning & Development department as a Term Planner. Reporting to the Manager, Planning Branch, the Planner will provide support and expertise for a variety of exciting work associated with implementation of the Housing Accelerator Fund (HAF) Action Plan.

The key responsibilities will include:

- Conducting research and analysis to support land use policy and statutory planning, including drafting and refining planning policy and Land Use Bylaw regulations.
- Leading or supporting project management of key initiatives, including the Housing Accelerator Fund (HAF), in collaboration with cross-departmental teams and stakeholders.
- Facilitating internal and external engagement events to support planning processes and community consultation.
- Providing planning information support through data analysis, demographic forecasting, and responding to public and internal planning inquiries.
- Processing planning and development permit applications, ensuring compliance with relevant policies and regulations.

### QUALIFICATIONS

- A bachelor's degree in planning or related program combined with three (3) years of relevant planning experience.
- Working towards obtaining Registered Professional Planner (RPP) Designation. Full accreditation is an asset.
- Working towards full Canadian Institute of Planners (CIP) or Alberta Professional Planners Institute (APPI) membership is an asset.
- Working knowledge of Provincial legislation, Statutory plans, and Land Use Bylaws.
- Valid Class 5 Drivers License and a personal vehicle for work use are required.

### TERM

This is a three (3) year term from May 2026 – 2029.

### COMPENSATION

\$88,621 - \$107,822 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

### HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

### FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

### HYBRID REMOTE WORK

This position may be eligible to apply for Hybrid Remote Work after three (3) months of satisfactory performance. Hybrid Remote work means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

### CONDITIONS OF EMPLOYMENT

Candidates with lesser qualifications may be considered at a lower classification and salary.

The successful applicant will be required to obtain a satisfactory police information check.

The successful candidate will be required to provide proof of educational and professional credentials.

### APPLICATION PROCESS

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site [www.stalbert.ca/employment](http://www.stalbert.ca/employment)

### CLOSING DATE

May 20, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.