



Dept.:	Planning and Development	Type:	FT (Permanent)
Class:	Salaried	Salary:	\$98,018-09-\$122,599.97

Planning & Development Manager

Reporting to the Director of Community & Protective Services, the Planning & Development Manager is responsible for overseeing the Planning & Development Department, including staff supervision and the delivery of planning, development, and land management services. This role ensures the effective administration of planning legislation, bylaws, and policies; provides professional planning and land management advice to Council, the Municipal Planning Commission, and related boards; and manages subdivision, development, and land-related processes.

The Manager is accountable for departmental leadership, land management oversight, and ensuring excellent service delivery to residents, developers, and stakeholders.

RESPONSIBILITIES:

Planning & Development

- Oversee preparation, review, advertisement, adoption, and implementation of statutory planning documents (Municipal Development Plan, Intermunicipal Development Plans, Area Structure Plans, and Area Redevelopment Plans).
- Supervise staff in the acceptance, review, and processing of development and subdivision applications in accordance with the Municipal Government Act, Land Use Bylaw, and County policies.
- Provide professional planning advice to Council, the Municipal Planning Commission (MPC), the Subdivision & Development Appeal Board (SDAB), and other County committees.
- Prepare and present reports, bylaws, and recommendations to Council, MPC, and committees as require

Land Management

- Oversee land management activities including acquisitions, dispositions, leases, easements, encroachments, licenses of occupation, and road closures.
- Ensure agreements are accurate, current, and compliant with legislation, bylaws, and County policies.
- Coordinate with GIS, Records, Public Works, Utilities, and Taxation to ensure effective land and asset management.
- Develop consultation strategies for land use planning, acquisitions, and dispositions.

Leadership & Supervision

- Supervise, mentor, train, and evaluate Planning & Development staff, ensuring a professional and efficient team.
- Foster a collaborative, customer-focused approach within the department.



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- Recruit, train, and manage staff performance in line with County policies.

Financial & Administrative

- Prepare and monitor departmental budgets, contracts, and consulting assignments.
- Manage consultants, contractors, and service providers to ensure cost-effective and timely project completion.
- Ensure records, land agreements, and mapping are accurate and compliant with County procedures.

Other Duties

- Promote positive public relations by providing clear, timely responses to ratepayers, developers, and stakeholders.
- Participate in the County's management team and support corporate initiatives.
- Support the Director of Emergency Services in declared or undeclared emergencies.
- Perform other related duties as assigned.

QUALIFICATIONS & SKILLS

- Post-secondary degree in Planning, Geography, Urban Studies, or related discipline.
- Member or eligible for membership in the Alberta Professional Planners Institute (APPI) preferred.
- Minimum five (5) years' progressively responsible municipal planning and development experience, including supervisory responsibilities.
- Strong knowledge of Alberta's Municipal Government Act, Land Titles Act, subdivision and development regulations, and related legislation.
- Demonstrated experience in land management, including acquisitions, dispositions, leases, easements, and road closures.
- Excellent leadership skills, with proven ability to supervise, mentor, and evaluate staff. Strong communication, negotiation, and report writing skills.
- Proficiency with GIS and land management software, as well as Microsoft Office applications.
- Ability to maintain confidentiality and handle sensitive information.
- Valid Alberta Class 5 driver's licence.
- Ability to provide a satisfactory Criminal Record Check.

Please apply to: hr@athabascacounty.com no later than September 21, 2025.