



Senior Development Planner

Temporary, full-time (35 hours/week)

End Date – December 31, 2026

\$89,580.40 - \$111,966.40 per annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe in investing in people and providing opportunities to make a meaningful impact. This unique Senior Development Planner role comes as a temporary maternity leave coverage, reflecting our dynamic environment and the chance to take on high-impact projects while supporting a growing community. You will join a collaborative team that values professional expertise, innovation, and leadership.

What is the Opportunity?

The Senior Development Planner plays a critical role in advancing Leduc's development goals by leading complex planning projects and ensuring the City's Land Use Bylaw (LUB) and policies support orderly, sustainable growth. Reporting to the Manager of Planning and Development, this position provides technical leadership, expert advice, and guidance to both staff and stakeholders. You will oversee the administration, review, and enforcement of the LUB while driving special projects that influence the City's built environment.

This is an exciting opportunity for an experienced planner who wants to:

- Lead high-visibility, impactful development projects.
- Shape policy, planning tools, and the interpretation of municipal bylaws.
- Collaborate with colleagues, developers, Council, and the public.

What will you do?

As Senior Development Planner, you will:

- Lead and manage complex development applications, including approvals, conditions, and enforcement for residential, commercial, institutional, and industrial projects.
- Conduct comprehensive reviews and updates of the Land Use Bylaw, drafting policies, regulations, and standards to support sustainable development.
- Provide expert guidance to municipal staff, development officers, and planners on interpreting the LUB, statutory plans, and related policies.
- Serve as project manager for high-impact planning initiatives, including preparing funding proposals, Terms of Reference, and managing consultants.
- Prepare and present clear, professional reports and recommendations to Council, municipal committees, and the Subdivision and Development Appeal Board.
- Conduct site inspections, compliance checks, and enforcement actions while researching land use trends and opportunities to inform planning decisions.
- Mentor and support junior staff, and collaborate across departments, with regional partners, and with developers to address emerging planning and land use challenges.

Who you are?

You are an experienced, solutions-oriented planner with a strong technical foundation and the ability to manage high-impact projects independently. You thrive in a fast-paced environment, have a keen eye for detail, and can provide clear guidance to staff and stakeholders.

Your qualifications include:

- A degree in Regional and Urban Planning, Urban Design, Environmental Science, Landscape Architecture, Geography, or a related field.
- Regulated membership with the Alberta Professional Planners Institute (APPI) is mandatory.
- Minimum five (5) years of professional planning experience, ideally with municipal exposure and high-complexity development projects.
- Proven ability to interpret legislation, bylaws, and policies with sound professional judgment.
- Valid Class 5 Alberta driver's licence (or equivalent) and comfort performing site visits as required.
- Experience working with CityView permit processing software (or similar digital permitting software) will be an asset.

Your key strengths include:

- Exceptional written and verbal communication skills, with experience presenting to committees, Council, and public forums.
- Strong project management skills, including leading planning studies, Land Use Bylaw reviews, and multi-stakeholder initiatives.
- A collaborative, solutions-oriented approach that inspires confidence, fosters teamwork, and ensures effective guidance to staff and stakeholders.

What we Offer?

At the City of Leduc, you'll find more than just a job — you'll find purpose, balance, and the chance to make a real impact in a growing community. While this is a temporary, full-time position, you will gain:

- Leadership experience in high visibility planning initiatives.
- The opportunity to work on challenging projects that shape Leduc's built environment.
- Collaboration with a talented and supportive team of municipal professionals.
- Mentorship opportunities and skill development in policy, land use regulation, and complex planning.
- A professional environment that values innovation, problem-solving, and practical impact.
- A free annual pass to City of Leduc recreation facilities, including drop-in programs.

Important Notes!

- This position is a maternity leave coverage, ending December 31, 2026
- The successful candidate must provide a current **Criminal Record Check** at their own expense.
- Please include a cover letter outlining how your experience aligns with this role

Ready to Join Us?

If you are a highly skilled planner looking for an impactful opportunity to shape Leduc's development landscape, apply today at www.leduc.ca/careers and make a meaningful contribution to one of Alberta's fastest-growing communities.

Competition closes at 11:59 pm (MT) on **November 14, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.