

Senior Planner Current Planning

Sturgeon County

Closes October 13, 2026

Salary range TBD

This position report to the Program Lead for Current Planning and is responsible for managing complex current planning applications, including statutory plan amendments, land use bylaw amendments, subdivision applications, and special planning projects. The Senior Planner provides technical expertise and mentorship within the Current Planning team and supports the Program Lead in delivering departmental objectives, customer service excellence, and continuous improvement initiatives.

The position acts as a senior resource for planning matters involving internal departments, developers, consultants, external agencies, and the public, while ensuring planning applications and recommendations align with applicable legislation, County policies, and strategic priorities.

This position is eligible for a **hybrid work model**, whereby employees can work both remotely and from a Sturgeon County office location. Specific in-office expectations will be discussed during the recruitment process.

KEY DUTIES AND RESPONSIBILITIES

Amendment and Subdivision Applications (50%)

- Reviews, analyzes, and manages complex statutory plan amendments, land use bylaw amendments, outline plans, and subdivision applications in accordance with the Municipal Government Act, Subdivision and Development Regulation, County bylaws, statutory plans, and applicable policies.
- Prepares planning reports, recommendations, presentations, and correspondence related to planning applications and associated matters.
- Leads and coordinates complex or high-profile applications involving multiple stakeholders, technical considerations, and interdepartmental collaboration.
- Provides professional planning advice and recommendations to internal departments, developers, consultants, landowners, and the public.
- Presents to Council, the Subdivision Authority, advisory committees, appeal boards, and public engagement events as required.

- Supports customers in understanding application processes, legislative requirements, and County planning policies.
- Coordinates circulation reviews and incorporates technical feedback from internal departments and external agencies.
- Reviews subdivision endorsement packages and assists in facilitating subdivision endorsement processes.

Departmental Support and Technical Leadership (20%)

- Provides mentorship, guidance, and technical support to planning staff on current planning applications, legislation, procedures, and best practices.
- Assists the Program Lead in coordinating workflow priorities and supporting departmental service delivery objectives.
- Supports continuous improvement initiatives, including process reviews, procedural documentation, and implementation of best practices, including but not limited to the use of new and emerging technologies.
- Assists with responding to complex inquiries and escalated customer service matters.
- Collaborates with Development Officers regarding development permit applications, compliance certificates, and interpretation of planning policies and regulations.
- Acts as a resource to other County departments on planning-related matters.

Special Projects and Policy Support (20%)

- Leads or contributes to departmental planning projects, studies, and policy initiatives, including reviews of statutory plans, the Municipal Development Plan, Land Use Bylaw, and intermunicipal planning initiatives.
- Conducts planning research, analysis, and policy reviews to support departmental and organizational objectives.
- Prepares reports, recommendations, background materials, and presentations related to special projects and policy initiatives.
- Participates in stakeholder engagement and public consultation processes related to planning projects and initiatives.

- Monitors planning trends, legislative changes, and emerging issues relevant to municipal planning practice.

Other Related Duties (10%)

- Represents the County on committees, working groups, technical review committees, and external planning initiatives as required.
- Adheres to applicable responsibilities and accountabilities outlined in the Sturgeon County Health and Safety Management System.
- Provides support to colleagues in delivering core departmental services as required.
- Performs other related duties as assigned.

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

The following are required in this position:

- Strong knowledge of Alberta's municipal planning and development framework, including the Municipal Government Act, Subdivision and Development Regulation, and applicable provincial legislation and regulations.
- Advanced knowledge of land use planning and development principles, development review practices, and the interpretation and application of statutory plans, land use bylaws, and development-related policy.
- Knowledge of statutory planning documents including Municipal Development Plans, Area Structure Plans, Intermunicipal Development Plans and Land Use Bylaws.
- Knowledge of development agreements, restrictive covenants, easements, caveats, and other legal instruments used within planning and development processes.
- Ability to interpreting maps, plans, surveys, technical reports, and planning illustrations.
- Understanding of public engagement principles and stakeholder relationship management.
- Post-secondary bachelor's degree in Land Use Planning, Urban and Regional Planning, or a related discipline.
- Member of or eligible for membership in the Alberta Professional Planners Institute / Canadian Institute of Planners, or possess equivalent advanced municipal

development review experience in a directly related field, where acceptable to the Employer.

- Valid Class 5 Driver's License.
- Ability to read, research, follow, and understand processes, procedures, policies, and legislation to perform work in accordance with expectations.
- Strong written and verbal communication skills, including report writing and public presentation abilities.
- Proficiency using Microsoft Office applications (Excel, Word, PowerPoint, Outlook, etc.).
- Ability to exercise sound judgment, analyze complex issues, and develop practical solutions.
- Ability to manage multiple priorities and projects while meeting deadlines in a fast-paced environment.
- Strong organizational and project management skills.
- Ability to professionally engage with diverse stakeholders and facilitate constructive discussions.
- Proven ability to build collaborative working relationships and achieve consensus among stakeholders.
- Ability to work effectively both independently and within a team environment.
- Ability to mentor and support the development of junior staff.