

Senior Planner – Development Permitting

The City of Beaumont is growing and so is our Planning and Development team! Our team is highly collaborative, professional, fun, and passionate about supporting the vision of a growing, vibrant, and spirited community. Beaumont's location within the Edmonton Metropolitan Region, provides a variety of rewarding challenges and the opportunity to apply forward-thinking concepts to advance Beaumont's vision.

Reporting to the Manager, Development Planning, the Senior Planner – Development Permitting is responsible for the oversight of planning matters consisting of managing land development applications, policy planning, and supervision of the development permitting team. This supervisory, coaching, and mentoring position involves negotiating, developing, recommending, and implementing policies, statutory and other plans, programs, standards, and objectives to meet current operating standards and requirements of Beaumont's planning and development functions. This is a senior professional planning position that requires the individual to demonstrate and draw on expertise gained from extensive, varied, and progressively more responsible levels of professional planning experience.

This position will take a lead role in the review of complex development applications and municipal policy. The Senior Planner – Development Permitting will also be expected to handle a wide range of duties related to all manner and size of projects, policies, applications, and operations of the planning sections.

What YOU'RE Responsible for:

- Supervision and mentorship of development permitting and compliance staff and contributing to the continuous improvement of processes and service delivery. The nature of this work is multi-disciplinary within a team environment.
- Project managing complex development applications from the initial inquiry through to issuance, oversee input from review groups, resolve conflicts, and coordinate the overall approval process.
- Assign staff to develop permit applications at an appropriate complexity for their skill level and position, including monitoring performance and ensuring legislated and department deadlines are met.
- Supervise and provide support of the development compliance program including the investigation of complaints and taking appropriate enforcement action through the Land Use Bylaw and Municipal Government Act.
- Lead development initiatives and applications, including leading interdepartmental meetings in reviewing planning applications to consult, negotiate, and problem solve development issues.
- Preparation of reports and making presentations to Council, Committee of the Whole, Beaumont's Urban Design Panel, the Subdivision Development Appeal Board, and in public meetings and at engagement events as required.
- Provide sound technical advice to senior leadership and Council on planning policy, regulations and statutory documents.
- Monitor legislation, the Land Use Bylaw, and development trends, providing recommendations on the impacts to bylaws, statutory plans, and other policies.
- Build and maintain positive relationships with stakeholders.
- Prepare, review, update, and administer research, consultation processes, consultant contracts, and feasibility analyses.
- Other duties as assigned.

What YOU Bring:

- Bachelor's degree in planning or another relevant professional field is required.
- APPI Regulated members required or preferred.
- Member of, or eligible for membership in, the Alberta Development Officers Association is preferred.
- International Association of Public Participation (IAP2) certificate or equivalent is preferred.

- A minimum 5 years' progressively responsible experience in planning consulting or municipal planning. Proven urban planning experience in a rapid growth environment is preferred.
- Thorough knowledge of urban planning theory, principles, standards, practices, and information sources with strong emphasis on implementing complete community principles and regional planning.
- Broad understanding of municipal land use planning processes with an emphasis on development permitting, enforcement, land use policy development and planning and approvals.
- Demonstrated excellent interpersonal and customer service-oriented skills, with the ability to build and maintain positive relationships, both internally and externally.
- Experience in project management is an asset.
- Ability to use sound judgment, initiative, and creativity to lead planning projects to successful completion.
- Ability to provide effective direction and oversight to development officers and development compliance officer. Previous supervisory and leadership experience is an asset.
- Strong oral and written communication skills to clearly and persuasively present ideas and recommendations that involve complex and politically sensitive issues to internal and external stakeholders.
- Ability to relate strategic planning initiatives to policy implementation.
- Understanding of municipal and planning law.
- Ability to change focus and priorities on an ongoing basis.
- Awareness and sensitivity towards the current political and economic environment and its impact on the planning environment.
- Proficient in MS Office Suite. Familiarity with Adobe Creative Cloud is an asset.
- Valid class 5 Driver's license.
- **Equivalencies may be considered.**

What WE Offer:

- A salary range of \$85,121.40 - \$111,056.40 per annum (based on experience and qualifications)
- Employer paid Health and Dental benefits package
- Eligibility to participate in our Earned Day off and Hybrid Work Program
- Health Wellness and Learning Spending Account
- Membership to the Beaumont Sport and Recreation Centre
- Enrolment in Local Authorities Pension Plan (LAPP)
- 35-hour work week (some evening and weekend work may be required)
- And an amazing team to work with!!

If you meet these qualifications, please submit your cover letter and resume as one document by **9:00 AM** on **August 11, 2025**.

The City of Beaumont is an inclusive and equal opportunity employer. We value the diversity of the people we hire and serve. This means fostering a workplace in which individual differences are recognized, appreciated, and respected. Any persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, careers@beaumont.ab.ca.

Information For Applicants:

- Applications can be submitted via our online recruiting system <https://cityofbeaumont.applytojob.com/apply>. If you have any difficulties, please reach out to our HR department.
- We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.
- Final candidates for this position will be required to undergo pre-employment screening, including reference checks, education verification, and a criminal record check.