

Position Title: Senior Planner

Organization: Town of Devon

Job Type: Full-Time, Permanent

Work Schedule: 37.5-hour work week (8:00 a.m. to 4:30 p.m., Monday to Friday)

Application Deadline: Friday, July 31, 2026

Desired Start Date: Monday, September 7, 2026

Description

Are you passionate about shaping communities and influencing how they grow and evolve? The Town of Devon is seeking an experienced, collaborative, and forward-thinking Senior Planner to play a key role in guiding development, supporting strategic growth, and helping build a vibrant and sustainable future for our community.

The Senior Planner is responsible for the review, evaluation, and processing of subdivision, development, and land use bylaw amendment applications in accordance with the Municipal Government Act, statutory plans, municipal bylaws, and applicable regulations and policies. The position provides professional planning advice, technical expertise, and policy guidance to Council, Administration, developers, consultants, and the public while ensuring regulatory compliance and supporting informed decision-making.

This role advances both current and long-range planning initiatives by leading the review of development proposals, supporting policy development, preparing planning studies, and contributing to the implementation of municipal planning frameworks. From evaluating complex applications to helping shape statutory plans and growth strategies, the Senior Planner has a direct impact on how the community develops today and into the future.

Through effective project management, stakeholder engagement, and collaboration with internal departments and regional partners, the Senior Planner contributes to innovative planning solutions, responsible land use decisions, and sustainable community development. Reporting to the Manager of Planning & Development, this position is a key member of the Planning & Operations team and plays an important role in helping create a community where people want to live, work, invest, and thrive.

Key Responsibilities

Planning and Development

- Develop and maintain expertise in the Municipal Government Act, Provincial Matters Related to Subdivision and Development Regulation, the Town's statutory plans, Land Use Bylaw, and other applicable legislation, regulations, and policies.
- Act as the Development Authority as delegated under the Municipal Government Act.
- Review, evaluate, and make decisions on standard and complex development permit applications in accordance with applicable legislation and municipal bylaws.
- Manage and process subdivision, redistricting, Land Use Bylaw amendment, and other land use applications.
- Provide interpretation and guidance regarding planning legislation, municipal policies, development regulations, and land use requirements to applicants, developers, consultants, internal departments, and members of the public.

- Review Real Property Reports and issue Certificates of Compliance.
- Investigate land use complaints and coordinate enforcement actions as required.
- Prepare and present reports, recommendations, and planning analyses to Council, boards, committees, and Administration.
- Represent the Town at Subdivision and Development Appeal Board (SDAB), Land and Property Rights Tribunal (LPRT), and other quasi-judicial hearings.

Policy Development and Long-Range Planning

- Lead or support the preparation, review, and amendment of statutory and non-statutory planning documents, including the Municipal Development Plan, Area Structure Plans, and Intermunicipal Development Plans.
- Conduct research, policy analysis, and planning studies to support land use decisions, planning recommendations, and evidence-based policy development.
- Support growth management initiatives and planning strategies for residential, commercial, and industrial development.
- Contribute to the ongoing review and improvement of municipal planning policies, bylaws, and development processes.
- Support Council priorities through the implementation of long-range planning initiatives that promote responsible and sustainable growth.

Collaboration and Stakeholder Engagement

- Coordinate development reviews with internal departments to ensure planning decisions consider infrastructure, transportation, environmental, and operational impacts.
- Collaborate with neighbouring municipalities, regional partners, and external agencies on intermunicipal planning matters.
- Provide technical planning support related to Intermunicipal Development Plans (IDPs), Intermunicipal Collaboration Frameworks (ICFs), and other regional initiatives.
- Coordinate public consultation processes, stakeholder engagement sessions, and community open houses.
- Build and maintain positive working relationships with residents, developers, consultants, contractors, and other stakeholders.
- Research and complete special projects, studies, and reports as assigned.
- Work collaboratively to identify solutions, resolve development challenges, and support innovative planning initiatives.

Our Ideal Candidate

You are a collaborative and solutions-focused planning professional who enjoys balancing day-to-day development review with strategic, long-range planning initiatives. You bring strong technical expertise, sound professional judgement, and a commitment to excellent customer service. You thrive in a dynamic environment, can confidently navigate complex planning issues, and are passionate about helping communities grow responsibly and sustainably.

Education & Qualifications

- University of Alberta Applied Land Use Planning Certificate (ALUP), or a degree or diploma from a recognized post-secondary institution in land use planning, urban studies, or a related discipline.
- Eligibility for membership with the Alberta Development Officers Association (ADOA) and/or Alberta Professional Planners Institute (APPI).
- Equivalent combinations of education and experience may be considered.

Experience, Knowledge, Skills & Abilities

- Minimum three to five years of progressively responsible planning and development experience.
- Extensive knowledge of the Municipal Government Act, Provincial Matters Related to Subdivision and Development Regulation, municipal planning documents, and land use bylaws.
- Demonstrated experience reviewing and evaluating subdivision, development, and land use applications.
- Experience preparing, implementing, or reviewing statutory plans and planning policies.
- Experience supporting policy development, preparing bylaw amendments, and coordinating public consultation and stakeholder engagement activities.
- Strong understanding of municipal planning processes, development review, and land use decision-making.
- Excellent analytical, research, report-writing, presentation, and problem-solving skills.
- Strong interpersonal, communication, negotiation, and conflict-resolution skills.
- Proficiency with GIS applications and Microsoft Office Suite.
- Working knowledge of Alberta Land Titles processes and land administration systems.
- Ability to work independently, manage competing priorities, and maintain confidentiality.

Assets

- Membership with ADOA and/or APPI.
- Experience working within a municipal government or accredited agency environment.
- Additional education or professional training in planning, urban studies, public administration, or a related discipline.
- Experience working with developers, consultants, contractors, landowners, and the public.
- Working knowledge of electronic permitting and development management systems.

Our Total Compensation Package Includes:

- An annual salary ranging from \$93,776 to \$117,256, based on education, experience, and qualifications.
- Comprehensive employer-paid health and dental benefits, including extended health coverage, vision care, travel insurance, an Employee and Family Assistance Program (EFAP), virtual health care services, life insurance, and a Health & Wellness Spending Account.
- Participation in the Local Authorities Pension Plan (LAPP), providing a secure foundation for your future retirement.
- Generous paid time off, including vacation starting at three weeks, annual sick leave, and personal days.
- Access to Town-sponsored workplace culture initiatives, employee engagement activities, social events, and mental health resources.
- Investment in your professional growth, through employer-supported training, conferences, seminars, professional memberships, certifications, and continuing education opportunities that support both personal and career development.

How to Apply

This is an exciting opportunity to help shape the future of one of Alberta's vibrant and growing communities. If you are looking for a role where your expertise, ideas, and contributions will have a visible and lasting impact, we encourage you to apply through the Town of Devon's [online applicant tracking system](#)

We remind applicants that a pre-employment requirement is a Criminal Record Check, a valid Driver's License and satisfactory Driver's Abstract.

We thank all applicants who have applied for this opportunity. Only candidates shortlisted for an interview will be contracted.