

EMPLOYMENT OPPORTUNITY - Senior Planner

Full Time – Monday to Friday 35 hrs/week

Wage Range - \$51.15 - \$61.08 per hour

The Town of Sylvan Lake is a thriving, connected lakeside community where career opportunity meets an exceptional quality of life. Located just 15 minutes from Red Deer and within easy reach of both Calgary and Edmonton, Sylvan Lake offers the amenities of a larger centre with the warmth and balance of a smaller community. From the beautiful lakeshore, beach, and waterfront park to year-round recreation, local events, and festivals, this is a place where you can genuinely enjoy where you work and live—within walking distance from your office.

At the Town of Sylvan Lake, we are proud of the positive, collaborative culture we continue to build. Our team is guided by accountability, engagement, innovation and inclusivity, and we are committed to creating a respectful, supportive workplace where people feel valued and empowered to do meaningful work. If you are looking to bring your expertise to an organization that invests in its people and contributes directly to a vibrant, growing community, apply now!

SUMMARY OF FUNCTION:

The Senior Planner is responsible for leading complex planning initiatives with a focus on neighbourhood planning, subdivision review, and land development coordination. This role leads the development and implementation of planning policies and strategies and ensures development aligns with municipal policy and growth objectives. Working collaboratively across departments, the Senior Planner supports sustainable community growth and provides oversight for the urban design and redevelopment of the Town's waterfront area. This position plays a key role in shaping the long-term growth and character of Sylvan Lake and requires strong professional judgment, political awareness, and the ability to balance community priorities with development pressures.

KEY DUTIES AND RESPONSIBILITIES:

- Lead the preparation, implementation, and amendment of statutory and non-statutory plans, planning policies, land use regulations, and strategic initiatives that advance community objectives.
- Lead reviews of outline plans, subdivision applications, redistricting proposals, and complex development permit applications—particularly within Direct Control Districts and the Waterfront Area—providing expert analysis of neighborhood design, density, growth patterns, urban design objectives, approved plans, the Town's long-term vision, and compliance with the Municipal Government Act, Land Use Bylaw, and municipal policies.
- Collaborate with developers, consultants, internal departments, and public to resolve technical planning and servicing issues, facilitate orderly and efficient land development, and serve as a key liaison on planning initiatives.
- Provide strategic planning expertise, policy advice, senior-level technical review, guidance, mentorship, and professional support to planning staff, department members, and other departments to support growth management, infrastructure and capital planning, and community development objectives.
- Conduct planning research, policy analysis, and technical reviews related to land use planning, development standards, emerging planning issues, and support land-related transactions and agreements, including development agreements, easements, land acquisitions, and land sales.
- Manage complex planning projects and studies, including project scope, timelines, budgets, consultant oversight, stakeholder engagement, and risk assessment.
- Prepare and present reports, recommendations, and presentations to Council, Committees, stakeholders, and the public.

TRAINING, SKILLS, AND ABILITIES REQUIREMENTS:

- Bachelor's degree in Planning or a related field, with 6+ years of progressive planning experience, preferably in a municipal environment.
- APPI Regulated membership, or membership in one of the Provincial and Territorial Institutes and Association for the Canadian Planning Profession preferred.
- Extensive knowledge of Alberta's planning and development framework, including the Municipal Government Act, subdivision and development processes, municipal governance, development agreements, easements, and related legal and regulatory processes.
- Demonstrated experience in statutory and non-statutory planning, policy development, neighbourhood planning, land development processes, planning research, policy analysis, and technical review.
- Proven project management skills, including managing consultants, budgets, schedules, and stakeholder engagement in a fast-paced environment.
- Strong political acumen, analytical ability, research, problem-solving, and sound professional judgment to evaluate complex and sensitive planning matters and provide practical, strategic, and balanced advice.
- Excellent communication, facilitation, negotiation, relationship-building, and customer service skills, with the ability to engage Council, developers, stakeholders, and the public while balancing competing interests, regulatory requirements, and municipal priorities.
- Proven leadership, mentorship, and team collaboration skills, including the ability to provide technical guidance and support to staff.
- Proficiency with Microsoft 365 applications, including Outlook, Teams, and SharePoint, as well as GIS and mapping tools.
- Ability to work flexible hours to accommodate evening meetings and public engagement events.
- Valid Class 5 Alberta Driver's License and driver's abstract deemed acceptable by the Town.
- RCMP-based Criminal Record Check deemed acceptable by the Town.

To be successful in this role, you will be a collaborative and strategic Planner who can build trust across the organization, navigate complex problems, and promote a respectful, inclusive, and high-performing workplace culture.

In addition to having a fantastic community culture and work life balance, the Town of Sylvan Lake offers training and development opportunities, competitive rates and a tremendous benefit package that includes:

- Health, Dental, Life and Disability - 100% coverage paid for by the Town
- Defined Benefit Pension Plan (LAPP)
- Wellness Program – Wellness spending, paid wellness time and sick time
- An Earned Day Off program

To apply please send your resume and cover letter to employment@sylvanlake.ca. Applications will be accepted until a suitable candidate is found.

Town of Sylvan Lake
5012 – 48 Avenue, Sylvan Lake, Alberta T4S 1G6



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however, only those who are selected for an interview will be contacted.