



Manager, Planning Projects

Permanent, full-time (35 hours/week)

\$115,679.20 - \$144,599.00 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 offer the best of both worlds - a small city feel with big city amenities and a welcoming community spirit. Thoughtful planning shapes more than just our physical spaces—it builds strong communities, supports smart growth, and ensures long-term sustainability. Our Planning & Economic Development team is at the forefront of that mission. If you're a visionary leader with deep planning expertise and a passion for community-building, we invite you to help lead the way.

What is the Opportunity?

Reporting to the Director, Planning and Economic Development, the Manager – Planning Projects plays a vital leadership role in guiding the City's strategic land use initiatives. This position is responsible for overseeing the development and delivery of city-led statutory and non-statutory plans and projects that support the City's vision for sustainable growth, vibrant neighbourhoods, and strong communities.

From leading updates to the Municipal Development Plan and Area Redevelopment Plans, to championing land use policies that advance affordable housing and economic diversification, you will help shape the future of our city. You will lead a talented team of planners and project staff, fostering collaboration, innovation, and excellence while ensuring all planning initiatives align with Council priorities and community needs.

In this role, you will lead long-range planning projects and land use policy development, working closely with internal departments, regional partners, developers, and residents to deliver thoughtful, inclusive city-building initiatives. If you're passionate about community engagement, strategic policy, and planning for a prosperous future, this is your chance to make a lasting impact.



What will you do?

As Manager – Planning Projects, your key responsibilities will include:

- Overseeing city-wide statutory plan updates, including the Municipal Development Plan, Area Redevelopment Plans, special studies, and annual land use monitoring.
- Collaborating with Economic Development to align land use planning with investment attraction, supporting commercial and industrial readiness.
- Guiding the design and delivery of public engagement activities that empower residents to shape their neighbourhoods.
- Building strong relationships with the public, Council, and community stakeholders.
- Championing city-building principles that promote Leduc's fiscal sustainability and vibrant community life.
- Supervising, coaching, and mentoring a team of up to 8 professional planning staff.
- Preparing and presenting recommendations to the Council, senior leadership, and the public.
- Coordinating interdepartmental initiatives with Engineering, Community Services, Finance, and more.
- Supporting subdivision authority reviews and strategic land use decision-making.
- Resolving public inquiries and planning disputes with professionalism and diplomacy.

Who you are?

You are a collaborative, future-focused planning leader with strong project management skills, political acumen, and a passion for sustainable growth. You bring:

- A degree in Urban or Regional Planning or a related field; a Master's degree in Planning, Public Administration, Urban or Regional Planning, or related field is considered an asset.
- Professional accreditation or eligibility (e.g., RPP, MCIP).



- Minimum 5 years' experience in municipal land use planning, including formal or informal supervising of staff and managing complex, long-range projects.
- Strong knowledge of Alberta's Municipal Government Act and statutory planning framework.
- Proven ability to lead policy development, land use planning, public engagement, and interdepartmental collaboration.
- Excellent communication, problem-solving, and leadership skills.
- Commitment to safety, wellness, and continuous improvement.

What we Offer?

We're committed to creating an environment where your work is valued, your growth is supported, and your contributions help shape a thriving community. Here's what you can expect when you join our team:

- A dynamic, inclusive work environment where your expertise helps shape the future of a growing city;
- A supportive and collaborative team driven by purpose and innovation;
- Competitive compensation and benefits, including participation in our defined benefit pension plan;
- Hybrid work flexibility — this position includes a combination of in-office and remote work, based on operational needs;
- Opportunities for ongoing learning and professional development; and
- A workplace culture guided by our People Strategy, rooted in trust, respect, growth, and community impact.

Important Notes!

- 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.
- This position may require occasional evening meetings and participation in public engagement events.



If you're passionate about shaping the future of a vibrant, growing city and want to lead meaningful community development, we want to hear from you! Join the City of Leduc and use your expertise to build sustainable neighbourhoods and support smart growth that benefits all residents.

Apply today and be part of a team committed to innovation, collaboration, and lasting impact: www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on August 25, 2025

This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.