

Planner I

Permanent, full-time (35 hours/week)
\$77,859.60 – 97,333.60 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 believe in people-first service, collaboration, and shaping a vibrant, sustainable community. Our Planning and Development team plays a key role in guiding the city's future — ensuring responsible growth, thoughtful design, and sustainable development.

As our city continues to expand, we're excited to welcome a new Planner I to our team. This is a new position created to support the City's growth. If you're an experienced planner who's ready to contribute to a growing city and make an impact in a supportive, forward-thinking environment, we'd love to hear from you

What is the Opportunity?

Reporting to the Manager, Planning and Development, and working closely with the Director of Planning and Economic Development, this role manages and reviews a wide variety of planning applications and projects. These include development permits, subdivisions, redistricting, outline plans, area structure plans, and policy initiatives.

You'll play an essential role in ensuring the City of Leduc's growth is planned responsibly — balancing innovation, sustainability, and community needs while interpreting and applying planning legislation and policies.

What will you do?

As a Planner I, you will:

- Provide professional planning advice to City staff, Council, residents, and the Subdivision and Development Appeal Board (SDAB), ensuring clarity and compliance with policies.
- Receive, review, and process development permit applications for residential, commercial, institutional, and industrial projects in accordance with the Land Use Bylaw and relevant legislation.
- Prepare and present reports, recommendations, and supporting documents (e.g., caveats, covenants, easements) to Council, SDAB, and Alberta Land Titles.
- Conduct site inspections, enforce development conditions, and ensure compliance with approved permits and regulations.
- Contribute to policy development and strategic initiatives that support sustainable growth, redevelopment, intensification, and housing affordability.
- Represent the City at public meetings and community consultations, promoting collaboration, transparency, and engagement in planning processes.

Who you are?

You are an ideal candidate if you bring both expertise and enthusiasm to city planning. You have:

- A degree in Regional and Urban Planning, Urban Design, Environmental Science, Landscape Architecture, Geography, or a related field.
- Membership or eligibility for membership with the Canadian Institute of Planners (CIP) or Alberta Professional Planners Institute (APPI) is mandatory
- A minimum of three (3) years of professional experience in planning; municipal experience is considered an asset.
- Experience with subdivisions, development permits, and presenting to Council or committees.
- Strong interpersonal and communication skills with the ability to work collaboratively across departments.
- Proficiency in Microsoft Office and solid organizational and analytical skills.
- A valid Class 5 Alberta Driver's License (or provincial equivalent).

What we Offer?

At the City of Leduc, we're proud to support our employees through a culture that values learning, connection, and balance. Here's what you can expect:

- A growing, team-oriented workplace where your ideas help shape the community.
- Meaningful opportunities to advance within planning and development or across the organization.
- Competitive compensation and a comprehensive benefits package (including health, dental, and wellness coverage).
- Professional development and ongoing learning opportunities.
- A free annual pass to City of Leduc recreation facilities, including drop-in programs.

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

Ready to Join Us?

If you're ready to contribute to a city that's growing with purpose, apply today at www.leduc.ca/careers and help us shape the future of Leduc through thoughtful, responsible, and community-focused planning.

Competition closes at 11:59 pm (MT) on **November 07, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.