



Planning & Development Director

Competition #J1125-0617

Planning & Development Department

One (1) Permanent Full-Time Position

Reporting to the Deputy City Manager of Infrastructure & Planning Services, the Director of Planning & Development is a member of the Senior Management Team, overseeing the Planning & Development department. The Director provides leadership and direction for the department and provides support and strategic advice to the Deputy City Manager of Infrastructure & Planning Services, the Leadership Team and members of Council. The Director oversees services primarily related to community development and revitalization ensuring development is responsible, enduring, and beneficial to the community.

Duties include, but are not limited to:

- Coach and mentor staff within the department and across the organization, promoting a work environment committed to continuous improvement, fun, and other values outlined in the City's Strategic Plan.
- Provide timely, well-organized and coherent information, assistance, and advisement to decision makers, including Council and the Leadership Team, on matters pertaining to Planning & Development.
- Design, develop and implement both short- and long-term strategies that align with the City's strategic goals, guiding the department's workplan and operational investments.
- Build relationships with local and regional community builders, interested parties, inter-municipal and regional partners.
- Prepare and oversee the department's annual budget ensuring responsible financial practices within the department.
- Develop and maintain long-range resourcing plans that anticipate staffing needs based on projected application volumes.
- Establish and monitor targeted cost recovery ranges for specific services (e.g. safety codes services).
- Oversee planning, development and building codes functions to support the development of high-quality, safe communities that are valued by both residents and the business community.
- Continuously evaluate and improve departmental processes to maximize community benefits, enhance efficiency, and adapt to evolving priorities and emerging technologies.
- Represent City on various standing professional, inter-municipal, and interagency committees.

The successful candidate will have a university degree in urban, regional or environmental planning and membership with the Canadian Institute of Planners (MCIP). A master's degree in urban and regional planning or a related field (e.g. urban studies, geography, public administration) or an MBA would be considered an asset. The ideal candidate will bring a minimum of six years of progressively responsible leadership and management experience within a complex organization, including demonstrated ability to supervise both union and non-union staff. They will possess thorough knowledge of planning legislation, planning principles, planning application processes, urban design, and safety codes, as well as a solid understanding of generally accepted project management, accounting, budgeting, and financial procedures. The candidate will have experience preparing, presenting, and implementing planning documents and bylaws; navigating complex engagements with respect and empathy; and reviewing existing processes to identify efficiencies and develop effective resourcing plans. Strong communication skills are essential, including the ability to deliver impactful presentations and prepare high-quality reports and proposals, along with an acute understanding of Provincial Acts and Regulations related to municipal planning and development. Experience in a municipal environment is considered an asset. The incumbent will demonstrate strong decision-making, interpersonal, and supervisory abilities, supported by clear communication, sound judgment, and the adaptability required to perform effectively in a fast-paced, evolving work environment.

Hours of Work: 37.5 hours weekly, Monday – Friday

The City of Fort Saskatchewan offers a salary range of \$152,178.00 to \$179,029.50 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence no later than **Monday, January 12, 2026**, through the Career Portal on the City's Website at www.fortsask.ca



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 300,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest but advises only those under consideration will be contacted.