



Planner I

Temporary, full-time (35 hours/week)
End date - December 31, 2027 (16 months)
\$44.06 - \$55.08 per hour

At the City of Leduc, our mission is Building a connected community for all people.. 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, practical collaboration, and building a vibrant, well-planned municipality. Our Planning and Economic Development department plays a direct role in guiding how our city grows—ensuring new developments are safe, sustainable, and aligned with long-term community vision.

We are seeking a temporary, full-time Planner I for a term running until December 31, 2027. If you are an experienced planning professional who thrives in a collaborative environment, enjoys connecting with developers and residents, and takes pride in seeing good plans turn into real-world community assets, we want to hear from you.

What is the Opportunity?

Reporting to the Manager, Planning and Development, the Planner I delivers hands-on planning services across the spectrum of municipal growth. You will review, process, and evaluate a wide variety of development applications—ranging from residential, commercial, and industrial permits to subdivisions, statutory plan amendments, and Land Use Bylaw updates.

This position bridges technical policy with active community engagement. You will spend your days balancing desk-based file analysis, site inspections in the field, policy research, and direct consultation with homebuilders, business owners, and residents. Working closely with engineering, protective services, senior leadership, and Council, you will help make sure every project moves forward responsibly and in compliance with municipal regulations.

What will you do?

In this versatile, full-spectrum planning role, you will keep our development processes running smoothly while contributing to strategic municipal policy. You will:

- Evaluate and process development applications, reviewing residential, commercial, institutional, and industrial proposals for compliance with the Land Use Bylaw, Municipal Government Act, and statutory plans.
- Serve as a trusted advisor to key stakeholders, providing clear planning guidance to developers, contractors, City staff, the Subdivision Authority, the Subdivision and Development Appeal Board (SDAB), and Council.
- Conduct site inspections and field assessments to verify development compliance, inspect site conditions, and enforce approval terms and development agreement requirements.
- Draft administrative documents and Council recommendation reports.
- Support research and policy development projects, analyzing land use trends, growth patterns, housing needs, and sustainability practices to support updates to bylaws and municipal plans.
- Represent the department in public settings, preparing and presenting reports to the SDAB and participating in community consultation meetings and intermunicipal referrals.
- Collaborate internally and support team operations and work with application analysts.

What do you bring?

You are a communicative, detail-oriented planner who brings professional expertise, sound judgment, and strong relationship-building skills to municipal operations. You bring:

- A Bachelor's degree in Regional and Urban Planning, Urban Design, Environmental Science, Landscape Architecture, Architecture, Geography, or a related discipline.

- Current membership or eligibility for membership with the Canadian Institute of Planners (CIP) and the Alberta Professional Planners Institute (APPI).
- A minimum of **three (3) years** of progressive professional planning experience, with direct experience administering regulatory processes—specifically the evaluation and issuance of development permits under a Land Use Bylaw.
- Solid working knowledge of land use regulation, statutory plan processing, subdivision approvals, and the Alberta Municipal Government Act (MGA).
- Exceptional written and verbal communication skills, with a proven ability to explain complex bylaw requirements in plain, accessible language.
- A valid Class 5 Driver's License and access to a reliable personal vehicle for conducting site visits and field inspections throughout the municipality.

What we Offer?

Joining our Planning and Economic Development team means choosing a supportive, growth-oriented environment where your work has a visible impact. In this role, we offer:

- Practical, full-spectrum municipal experience managing complex development permits with training and mentorship to ensure your success.
- Direct involvement in diverse planning projects, including Land Use Bylaw updates, growth trend analysis, policy research, and public engagement initiatives.
- A supportive and collaborative team culture where your professional growth is prioritized, your ideas are heard, and mentorship is built into daily operations.
- Access to the Employee and Family Assistance Program (EFAP), providing confidential health, wellness, and personal support resources for you and your family.
- Free parking and a free pass to City of Leduc recreation facilities, including access to drop-in programs to support your physical and mental well-being.

Important Notes!

- Please include a cover letter outlining how your experience aligns with this role
- This is a temporary, full-time term position ending on December 31, 2027.
- The successful candidate must provide a current Criminal Record Check and a clean Driver's Abstract at their own expense prior to commencement of employment.
- Access to a reliable personal vehicle is required for site inspections; business mileage reimbursement will be provided in accordance with City policy.

Ready to Join Us?

If you are an experienced planning professional ready to bring your skills to a progressive municipal team, we want to hear from you. Apply today at www.leduc.ca/careers.

Competition closes at 11:59 pm (MT) on **October 8, 2026**. 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.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.