

Profit from work-life

balance

Development Manager
Full Time – Monday to Friday 37.5 hrs/week
Wage Range - \$61.20 - \$73.10 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!

The Town is seeking an experienced and collaborative Development Manager to provide leadership, operational oversight, and professional guidance for the Town's development services.

SUMMARY OF FUNCTION:

The Development Manager is responsible for providing leadership and direction to the Development Department, including the supervision of development staff, management of departmental operations, and oversight of development processes and approvals. This position ensures the effective delivery of development and building permit decisions, safety codes services, compliance, enforcement activities, and customer service while supporting the Town's growth and organizational priorities.

KEY DUTIES AND RESPONSIBILITIES:

- Lead and manage the day-to-day operations of the Development Department, ensuring the efficient delivery of development and building permits, compliance, and customer service functions.
- Provide leadership, supervision, mentorship, and performance management for department staff.
- Ensure development processes, decisions, and enforcement activities comply with the Municipal Government Act, Safety Codes legislation, municipal bylaws, policies, and procedures.
- Oversee and manage compliance and enforcement activities for the Planning and Development Department.
- Manage Safety Codes Services and contracted service providers, including agreement oversight, service standards, and issue resolution.
- Provide professional advice and administrative support to the Municipal Planning Commission and advice to Council, senior administration, appeal boards, and other departments as required.
- Oversee development agreements, securities, encroachment agreements, easements, caveats, and other development-related legal and land administration matters.
- Support the preparation and implementation of departmental budgets, business planning, offsite levies, operational priorities, and resource allocation.

- Build effective relationships with developers, consultants, residents, external agencies, and internal departments; resolve complex development matters and identify opportunities to improve service delivery and departmental effectiveness.

TRAINING, SKILLS, AND ABILITIES REQUIREMENTS:

- Post-secondary education in planning, land use, public administration, or a related discipline with 6+ years of progressively responsible development or planning experience, including supervisory experience; municipal experience preferred.
- Extensive knowledge of Alberta's planning and development framework, including the Municipal Government Act, development approvals, compliance and enforcement, development agreements, securities, off-site levies, and land administration.
- Strong understanding of development agreements, development securities, offsite levies, land administration, and related municipal processes.
- Demonstrated leadership experience, including staff supervision, coaching, performance management, operational planning, and budget administration.
- Strong analytical, decision-making, negotiation, conflict resolution, and problem-solving skills, with demonstrated political acumen and sound professional judgment.
- Excellent written and verbal communication, presentation, customer service, and relationship-building skills.
- Strong customer service orientation with a commitment to responsive and respectful service delivery.
- Proficiency with Microsoft 365 applications (Outlook, Teams, and SharePoint) as well as ePermitting software, GIS and mapping tools, and other municipal software systems.
- Valid Class 5 Alberta Driver's Licence (or ability to obtain). Membership with the Alberta Development Officers Association and/or Alberta Professional Planners Association is considered an asset.

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.