



Employment Opportunity

Director of Planning & Development

Posting Number 2026/29

Position Summary

The **Director of Planning & Development** is responsible for the daily Planning & Development operations of the County in compliance with the *Municipal Government Act*, as well as County Bylaws, Policies, and relevant planning documents. As an integral member of the Senior Leadership Team reporting to the Assistant Chief Administrative Officer, you will provide experience, direction, and mentoring to staff, prepare and monitor budgets, hire and retain appropriate staffing resources, provide guidance for land development, and analyze and respond to community needs. You will provide insight and guidance to Administration and Council on matters concerning Planning & Development in the County. You will shape the trajectory of short and long-range planning, working closely with developers and other stakeholders to facilitate innovation and investment in traditional and ground-breaking developments.

About This Opportunity

Our priority is finding an individual who can make a meaningful impact on our team and contribute to an already exceptional corporate culture. We recognize that exceptional talent comes in many forms. The County is committed to finding the right person for this opportunity and will shape the scope of the role to align with the unique strengths, expertise, and potential of the successful candidate. This approach allows us to adapt the role to maximize both individual success and organizational impact.

Desired Competencies

- Champions a people-focused, collaborative culture that promotes excellence, adaptability, and shared accountability in achieving strategic and operational objectives;
- Ability to collaborate and cooperate with a variety of stakeholder groups such as Council, department heads, developers, external agencies, etc.;
- Excellent written and oral communication skills with an ability to convey messages clearly and concisely to both internal and external stakeholders in a timely manner;

- Proven experience in preparing and presenting to Council, committees, and during public engagement opportunities;
- Achieve deadlines while working well under pressure and managing a variety of projects;
- Establish and maintain a high degree of public confidence and public relations;
- Demonstrated competency in long-range planning & strategic thinking;
- Proven conflict resolution and risk assessment skills;
- Proficiency in working both independently and as part of a team; and
- Dependable, trustworthy, honest, empathetic, and punctual.

Responsibilities

The successful candidate will be expected to perform within the following Key Responsibilities:

- Planning & Development Department Management
 - Maintain relevant certifications and qualifications;
 - Act in managerial capacity, operational budgeting, and employee management;
 - Maintain an active workload of Planning & Development projects, as well as managing complex files, in addition to providing leadership, supervision and oversight of the department;
 - Represent the County at Land and Property Rights Tribunal (LPRT) and Subdivision and Development Appeal Board (SDAB) Hearings;
 - Manage and maintain all Municipal Planning Bylaws and Policies and related application processes;
 - Manage and maintain all municipal Master Plans including the Utilities and Transportation Master Plans and IDPs;
 - Oversee the review of all subdivision applications referred by the Subdivision Authority and confirm compliance of subdivision approvals prior to authorizing endorsement and registration;
 - Oversee the construction of municipal improvements related to new subdivision development in accordance with the Design Guidelines and Construction Standards for Subdivision Developments;
 - Project manage and coordinate planning and land use studies for the County;
 - Manage agreements and contracts related to Planning & Development activities such as safety codes agency, planning services/subdivision authority, and project initiatives; and
 - Act as Development Officer for the County.
- Leadership Standards
 - Oversee a Department consisting of a Long Range Planner, Current Planner, two Development Officers and a Municipal Engineering Technologist;
 - Be committed to building a strong, team-oriented corporate culture, showing flexibility and adaptability;
 - Serve as the Department's senior resource on complex, contentious or politically sensitive applications;

- Organize and manage workload allocation and priorities within the Department;
- Establish and communicate department priorities as they align to organization and Department strategy and budget;
- Exercise original and creative thinking to make improvements and/or develop and initiate new approaches; and
- Complete performance reviews of Department Staff on a minimum yearly basis.
- Stakeholder & Council Engagement
 - Liaise with departments, agencies, consultants, and the public;
 - Prepare reports and presentations for leadership, relevant Committees, and Council;
 - Respond to stakeholder and public inquiries;
 - Understand and advise relevant parties of municipal governance and process from a Planning & Development perspective;
 - Dedicated to providing exceptional customer service;
 - Be the lead spokesperson in giving presentations and/or consulting citizens in public forums; and
 - Provide advice, guidance, and clear direction to staff.
- Compliance & Safety
 - Ensure compliance with legislation, environmental regulations and policies in relation to Planning & Development guidelines;
 - Support permitting and regulatory approvals;
 - Maintain required project documentation; and
 - Help promote a culture of safety in the County of Wetaskiwin.

Experience

- A minimum of 5 years' experience in the Planning & Development field, with preference given for municipal experience;
- Experience in current and long-range planning will be considered an asset;
- Extensive knowledge of and experience with the *Municipal Government Act*, provincial planning and development regulations, and related statutes;
- Strong leadership and management skills to manage a diverse group of professionals;
- A minimum of 5 years of middle and/or senior level management experience with proven strategic leadership in municipal land use planning and development or a related field; and
- Knowledge of Safety Codes.

Education | Designations | Certifications

- A University degree in Land Use Planning or related discipline from a post-secondary institution;
- Master's degree in business, public administration, planning, engineering, or a related field is an asset;

- APPI Regulated membership required or preferred, or membership in one of the Provincial and Territorial Institutes and Associations (PITAs) for the Canadian Planning Profession. Regulated members include Candidate and Registered Professional Planner members of APPI or any other PTIA.

What we Offer

The County of Wetaskiwin offers a competitive municipal compensation package for our **Director of Planning & Development** position including:

- A full time, permanent position based on a 35-hour standard work week 8:30 am – 4:30 pm.
- Salary Range: \$116,025 – \$146,083. Qualifications and experience are used for grid placement.
- Vacation entitlement starting at 3 weeks.
- Eligibility for Management Days Program.
- Strong corporate culture promoting well-being, professionalism, collaboration, and teamwork.
- Ongoing support of professional development to build and achieve your career goals.
- Comprehensive Benefits Plan including extended health care, health spending account, dental plan, long-term disability coverage, and life insurance
- Defined Local Authorities Pension Plan (LAPP) with employer-matching contributions that start on your first day!
- Ongoing professional development training consistent with your qualifications and position requirements.

About the County of Wetaskiwin

Amidst its stunning natural beauty, including picturesque lakes and diverse landscapes, the County of Wetaskiwin offers residents and visitors unforgettable experiences, making it the ideal location to live, work, and play. The County of Wetaskiwin is a collaborative and forward-thinking workplace serving a diverse rural community that is supported by a strong corporate culture and a progressive Council. We are committed to workplace safety, continuous improvement, and innovation, empowering employees to deliver high-quality services while embracing new ideas and ways of working.

Join our Team!

Still reading? **Great!** We're looking for the right person to lead our team. If you're excited about this opportunity but don't meet every qualification or aren't sure your experience aligns perfectly, we encourage you to apply. Our focus is on attracting exceptional talent and creating the conditions for success. The County is committed to the success of our team members at all levels and through leadership support we enable you to deliver meaningful impact while supporting your continued professional growth.

You are invited to apply with a cover letter and resume, referencing “**Director of Planning & Development**” in the subject line of your email.

Applications can be sent to: Kayla Leschert, HR Professional at hr@county10.ca

Posted Date: October 1, 2026

Closing Date: October 25, 2026

All applications are appreciated, however, only those candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period. We are an equal-opportunity employer and encourage applications from all qualified candidates.