

Urban Planner (one-year contract)

Role We are looking for an Urban Planner to join us at our office in downtown Edmonton. This is a full-time, one-year contract, role spans our project work, from research and site design, through application submissions and public hearings, working closely alongside the rest of the team at Clarity.

Qualifications and experience

The successful applicant will:

- Hold a degree in urban and regional planning or a related discipline;
- Have 2+ years of relevant planning experience;
- Hold Registered Professional Planner (RPP) status with the Alberta Professional Planners Institute, or be eligible to obtain it (considered an asset);
- Have experience with the interpretation and development of principles and practices of urban and regional planning;
- Have a keen understanding of land use planning within Alberta, including, but not limited to, the Municipal Government Act (MGA), Municipal Development Plans (MDPs), the hierarchy of statutory plans, and zoning/land use bylaws;
- Hold a valid Alberta driver's licence and have access to a reliable vehicle for regional travel;
- Be experienced with research and analysis relevant to land use planning (considered an asset).

Key competencies and attributes

- Excel in written and verbal communication;
- Be proactive and well-organized with good interpersonal skills and the ability to build strong working relationships;
- Excel in reading applicable legislation, regulatory requirements, site plans, and building plans;
- Have strong problem solving and critical thinking skills;
- Be competent with CAD and design software to prepare site plans, concept drawings, and related graphics;
- Be keenly interested in urban planning, development, and city building;
- Be able to work independently and with strong attention to detail.



Duties and Responsibilities

- Provide professional planning services related to land development, including regulatory advice and approvals;
- Conduct research and prepare documentation for land use projects;
- Prepare site plans, concept drawings, massing models, and sun-shadow studies for planning submissions;
- Prepare development-feasibility analysis and site calculations;
- Manage and assist in the preparation of submission packages such as development permit, subdivision, and rezoning applications, pre-application submissions, Urban Design Briefs, and Public Engagement Reports;
- Assist in the preparation of Neighbourhood Structure Plans (NSPs), Master Site Development Plans (MSDPs), and related statutory plans and amendments;
- Write and present formal and technical reports, feasibility reports, working papers and correspondence;
- Prepare and support public hearing and council presentations;
- Conduct review of various development applications, including plans, permits, site plans, variance requests and rezonings;
- Coordinate with sub-consultants, engineers, architects, and municipal staff on active files;
- Support junior planners and interns;
- Organize and assist with public engagement activities and stakeholder meetings;
- Attend meetings, prepare meeting agendas/minutes and project schedules;
- Manage multiple concurrent projects and take responsibility for a variety of assigned tasks;
- Assist with corporate marketing, business development initiatives, and preparing business proposals;
- Act as a liaison with clients;
- Other supportive duties as assigned; and,
- Work occasional evenings and travel within the Edmonton region for engagement events, site visits, and project meetings.

(cont.)



The Position

- Employment Type: Full-time, one-year contract
- Hours of Work: 37.5 hrs/wk Monday to Friday, 9am to 5pm
- Start Date: September 7, 2026
- Reports to: Principal and Manager
- Salary: \$70,000 to \$80,000, depending on experience
- Benefits: Health, Dental, Vision (Blue Cross)
- Work Location: #354, 10113-104 ST, Birks Building, Edmonton, AB

How to Apply

Submit your resume and a portfolio of relevant work to dave@claritydevelopment.ca. Include subject line "Job Application – Urban Planner".

Clarity Development Advisory is an equal opportunity employer. We welcome applications from all qualified candidates and provide accommodation during the recruitment process on request.

