Employment Opportunity

Development Planner

Permanent Full-time

The Town of Morinville is currently seeking a full-time Development Planner to join our Planning & Economic Development team. Reporting to the Manager, Planning & Economic Development, the Development Planner plays a key role in managing and coordinating applications related to land development within the community. This position is responsible for reviewing and negotiating development permits, subdivisions, land use bylaw amendments, and development agreements to ensure alignment with applicable legislation, statutory plans, and municipal policies.

The ideal candidate will bring strong analytical, communication, and problem-solving skills, with the ability to balance technical accuracy and sound judgment in a dynamic, fast-paced environment. The Development Planner will demonstrate political acumen and professionalism when providing development advice, ensuring clear and consistent communication with applicants, developers, and internal departments. Working collaboratively as part of a multi-disciplinary team, the Development Planner contributes to achieving Morinville's vision for efficient, sustainable, and well-managed community growth.

Key Responsibilities:

- Review, process, and coordinate subdivision, land use bylaw amendment, and complex or major development permit applications to ensure compliance with municipal plans, bylaws, and legislation.
- Facilitate pre-application meetings, providing clear and solutions-oriented guidance to applicants, developers, and stakeholders.
- Prepare professional reports and recommendations for the Subdivision Authority, Council, and the Subdivision and Development Appeal Board as required.
- Draft and negotiate subdivision and development related agreements that protect the Town's interests and ensure compliance with approved standards and conditions.
- Develop clear, enforceable conditions of approval and ensure legislative and regulatory compliance throughout the application process.
- Conduct research, analysis, mapping, and policy review to support planning projects, process improvements, and policy updates.
- Participate in the preparation and presentation of planning reports, bylaws, and amendments to Council and other stakeholders.
- Support the planning and delivery of public engagement activities related to planning and development projects.
- Maintain accurate and complete records in accordance with departmental conventions and Town procedures.
- Respond to public and industry inquiries related to development, subdivision, and planning matters in a timely and professional manner.
- Collaborate with Economic Development and other departments to support applications that align with Town goals and community priorities.
- Provide coverage and support for the Development Officer.
- Provide coverage for the Senior Planner as required.

Requirements:

- An accredited degree in urban and land use planning, or an equivalent related degree with eligibility for membership in the Alberta Professional Planners Institute (APPI).
- Registered Professional Planner (RPP) designation, or progress towards achieving the designation, is preferred.
- A minimum of two (2) years' experience in the field of land use planning is required.
- Equivalent combinations of education and experience may be considered.
- Experience with development permit, subdivisions and agreements.
- Experience in municipal government setting is considered an asset.
- Demonstrated excellence in customer service.
- Strong communication, problem solving, interpersonal, conflict resolution, and management skills.
- High degree of professionalism, discretion, and confidentiality.
- Strong attention to detail and accuracy along with a high level of initiative.
- A satisfactory Criminal Record Check is a condition of employment.

Compensation/Hours of Work: Annual salary range of $85,080 to $104,585 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: **Monday, November 16, 2026**

To apply to this position please visit www.morinville.ca/careers

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.