



# EMPLOYMENT OPPORTUNITY

## Development Planner

Posting 2026/21

Located along the bustling Highway 2 corridor, the County of Wetaskiwin offers an ideal setting for ongoing and innovative development and planning initiatives. Our strategic position in central Alberta, near the Edmonton Capital Region, provides ample opportunities for leveraging our natural resources and fostering sustainable growth. We envision harnessing the potential of this location to drive forward innovative ventures that contribute to both economic prosperity and environmental stewardship. Amidst its stunning natural beauty, including picturesque lakes and diverse landscapes, the County of Wetaskiwin also holds immense tourism potential, offering visitors and residents unforgettable experiences making it the ideal location to live, work, and play. As the County of Wetaskiwin continues its commitment to revitalize and enhance its economic landscape and mission for sustainable growth and development, we are currently recruiting for a dynamic and visionary individual to join the Planning & Development Department as a **Development Planner** in a permanent full-time capacity.

### Position Summary

The County of Wetaskiwin is seeking a **Development Planner**, reporting to the Director of Planning & Development, you will provide a broad range of planning and development services. This role is responsible for administering work in accordance with the Municipal Development Plan, Land Use Bylaw, Area Structure Plans, applicable municipal plans, policies, guidelines, the *Municipal Government Act* and other relevant legislation. You will review and effectively process development permits, compliance certificates, and development agreements within the established parameters. The incumbent will support Long Range Planning initiatives, area structure plans, subdivision applications, land development applications, and redistricting applications. This growth-orientated position is designed with you in mind, recognizing your current and developing skills, experience and contributions, providing opportunities as they arise to advance your career.

### Responsibilities

The successful candidate will be responsible for:

- Reviewing and processing complex development permit applications in accordance with the Municipal Government Act, Land Use Bylaw, statutory plans, and County policies;
- Ensuring all development permit conditions and approval requirements are satisfied and completed;
- Preparing, issuing, and monitoring development compliance and enforcement files, including enforcement letters and notices;
- Working collaboratively with planning consultants, developers, applicants, and stakeholders on subdivision applications and planning initiatives;
- Assisting with the preparation, review, and implementation of Area Structure Plans, Conceptual Schemes, Municipal Development Plans (MDPs), and Land Use Bylaw (LUB) amendments;
- Supporting the annual review and update of the Municipal Development Plan and Land Use Bylaw in collaboration with the Long-Range Planning team;
- Conducting planning research, policy analysis, and technical reviews related to land use planning, growth management, and development standards;
- Providing professional planning advice, recommendations, and technical support to Council, administration, SDAB, and the public regarding planning matters, complex permitting, and Land Use Bylaw interpretation;
- Conducting site inspections and field investigations as required to evaluate development proposals, compliance matters, and enforcement concerns;
- Liaising and coordinating with external agencies, government departments, utility providers, and consultants to support the development review and approval process;

- Participating in large-scale planning projects and strategic initiatives, including Municipal Development Plan updates, Land Use Bylaw enhancements, growth studies, and infrastructure planning projects;
- Researching and completing special projects, studies, and reports as assigned by the Director;
- Assisting with public engagement and stakeholder consultation processes related to planning applications and policy development;
- Providing leadership, mentorship, and direction within the organization and supporting a collaborative team environment;
- Preparing for, presenting, and participating in meetings as required, including Council meetings, SDAB hearings, public open houses, and interdepartmental meetings;
- Assisting the Director with planning policy development, design standards research, procedural improvements, and implementation strategies;
- Maintaining accurate planning records, files, and mapping information using applicable software and GIS systems;
- Interpreting and applying municipal legislation, regulations, policies, and planning best practices to support sound land use decision-making; and
- Performing other related duties as assigned.

### Desired Competencies

- Excellent communication and organizational skills.
- Proficiency in Microsoft Office and project management tools.
- Strong analytical, troubleshooting and critical thinking skills.
- Ability to work independently when required and lead with initiative.
- Experience working within a municipal setting.
- Knowledge of the *Municipal Government Act* and Robert's Rules of Order.
- Efficient at managing multiple priorities in a high-paced environment while still achieving goals and deadlines.
- Outstanding interpersonal, communication and presentation skills to work with Council, staff, community groups, leaders, the public and all orders of government.

### Experience

- Two (2) years related planning experience preferably in a municipal setting, with equivalent combinations of education and experience possibly being considered;
- A valid Class 5 Alberta Driver's License;
- Completion of or willingness to obtain an Applied Land Use Planning (ALUP) Certificate;
- Being eligible for membership the Alberta Professional Planner Institute (APPI) and the Canadian Institute of Planners (CIP) is considered an asset; and
- An International Association of Public Participation (IAP2) Certificate or equivalent is considered an asset.

### Education

- University degree in Planning, Urban Design, Geography, Environment, or another relevant professional field;
- An industry related designation or professional association such as: ALUP, APPI, CIP, IAP2, etc.

### What we Offer

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

- Full time, permanent position based on a 35-hour standard work week 8:30 am – 4:30 pm
- Broad salary range where qualifications and experience are used for grid placement
- Vacation entitlement starting at 3 weeks
- Eligibility for Earned Day Off Program
- Strong corporate culture promoting well-being, professionalism, collaboration and teamwork
- 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

**To Apply for this position**

Interested candidates are invited to apply with a cover letter and resume, referencing “**Development Planner**” in the subject line of your email.

Applications can be sent to: Kayla Leschert, HR Professional at [hr@county10.ca](mailto:hr@county10.ca)

Posted Date: May 12, 2026

**Closing Date: June 2, 2026 at 4:00 pm.**

*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.*