

## **Job Posting: Development Compliance Officer**

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Lac Ste. Anne County is a progressive rural municipality committed to responsible growth, strong governance, and service to its residents and business community. Located West of Edmonton, the County offers diverse economic opportunities supported by agriculture, tourism, recreation, and small business development.

Lac Ste. Anne County is seeking a **Development Compliance Officer (DCO)** to provide technical and administrative compliance monitoring and enforcement related to the Land Use Bylaw. This includes development and safety code permits, inspections, enforcement, and community engagement.

The role supports residents and businesses by ensuring development complies with the Land Use Bylaw, approved permits, and applicable legislation.

### **KEY RESPONSIBILITIES AND DUTIES**

#### **Land Use Bylaw Enforcement**

- Enforce compliance with the Land Use Bylaw and Municipal Government Act to support community livability.
- Receive, investigate, and manage Land Use Bylaw complaints through the enforcement process.
- Determine appropriate enforcement actions for non-compliant development, landscaping, or permit conditions.
- Prepare for and attend appeal boards, municipal and provincial hearings, and other legislative proceedings, present evidence and support enforcement decisions.
- Provide timely and accurate responses to internal and external stakeholders regarding bylaw contraventions.
- Respond to public inquiries related to enforcement matters and applications.

#### **Compliance Monitoring & Inspections:**

- Manage a caseload and conduct site inspections to ensure development aligns with approved plans, permits, and applicable standards.
- Investigate property development history, including reviewing plans, reports, and documentation for compliance.
- Participate in the review of development inquiries, bylaws, and municipal policies as required.
- Conduct inspections and gather evidence in various environments while maintaining safety standards.

#### **Records Management & Administration**

- Develop, maintain, and manage enforcement files, databases, and departmental records.

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- Ensure records are maintained in accordance with corporate records structure and records management policies.
- Prepare reports, correspondence, and documentation, including materials for legal or quasi-judicial proceedings.

### **Stakeholder Engagement & Communication**

- Provide technical advice, guidance, and instruction to residents, businesses, and stakeholders.
- Liaise with internal departments, external agencies, and community services to support compliance outcomes.
- Communicate effectively in writing and verbally, including public presentations and conflict resolution.

### **Health, Safety & Corporate Compliance**

- Adhere to confidentiality requirements and ensure proper handling of sensitive information.
- Comply with Occupational Health and Safety legislation, policies, and safe work procedures.

Other duties as assigned by the Planning and Development Manager.

### **JOB QUALIFICATIONS:**

- Two-year post-secondary diploma in Land Use Planning, Enforcement, or a related field.
- Minimum two (2) years of municipal experience in land use planning and/or enforcement.
- Ability to obtain and maintain Bylaw Officer status.
- Valid driver's license with insurable driver's abstract; reliable transportation required.
- Clear criminal record check required upon hire.
- Eligibility for membership in the Alberta Development Officers Association (ADOA).
- Eligibility for membership in the Alberta Municipal Enforcement Association (AMEA).

### **NICE TO HAVE:**

- Completion of the University of Alberta Land Use Planning Program (ALUP).
- Development Compliance Officer Training.
- Pressure Point Control Tactics (PPCT) training

**SKILLS AND COMPETANCIES**

- Strong knowledge of land use planning, development, and regulatory frameworks in Alberta.
- Ability to interpret and apply legislation, bylaws, technical documents, and construction plans.
- Demonstrated critical thinking, sound judgment, and professionalism in enforcement situations.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent conflict resolution and customer service skills.
- Strong verbal and written communication skills, including report writing and public presentations.
- Ability to manage high volumes of work, prioritize tasks, and meet deadlines.
- Proficiency with Microsoft Office/Microsoft 365; familiarity with GIS systems (e.g., ArcGIS) is an asset.
- Ability to work independently and collaboratively in a team environment.

**WORKING CONDITIONS:**

- This is a full-time, permanent, in-person position, working 35 hours per week.
- This role requires flexibility to work various days and shifts as required.
- The role requires a combination of office-based and fieldwork responsibilities.
- Office Work: Extended periods of sitting, administrative tasks, computer use, and report writing.
- Field Work: Exposure to varied environmental conditions, including extreme weather, rough terrain, and working alone with a variety of stakeholders.

**EMPLOYEE BENEFITS:**

- Compensation Range: \$67,000 to \$80,000 per year
- Comprehensive benefits package
- Participation in Local Authorities Pension Plan (LAPP)
- Professional development opportunities