



Development Officer (Term)
(1 Position Available)

Term of Employment:	Full-time, Term (Approximately 6 months) Article 13.05 c) Should an internal applicant be awarded the term position they shall revert to their former position at the expiration of the leave.
Rate of Pay:	Band 7: \$44.48 – \$47.37 per hour <i>(Subject to CUPE 1015 Agreement)</i>
Location:	Operations Centre
Duties:	Reporting to the Manager, Planning, the Development Officer administers the City's Land Use Bylaw by reviewing applications, providing recommendations, and rendering decisions as the appointed Development Authority of the City within the established legislative framework. The role supports residents, builders, and developers throughout the development and building process by offering clear guidance, timely communication, and high-quality customer service. Legislative Interpretation, Compliance & Decision-Making • Interprets and applies relevant municipal and provincial legislation, including but not limited to the Municipal Government Act (MGA), the Municipal Development Plan (MDP) and the Land Use Bylaw (LUB). • Supports the on going review, monitoring and implementation of the Land Use Bylaw and other Statutory documents. • Ensures compliance with all applicable acts, regulations, bylaws, agreements, policies, and procedures for all development activities. • Reviews, processes, and renders decisions on Development Permit applications in accordance with the Land Use Bylaw and statutory plans. • Conducts site inspections to confirm compliance with approved plans, permit conditions, and municipal requirements. • Completes Letters of Compliance in accordance with City Policy. • Completes Property File reviews as required. • Prepares Notices of Decision and ensures they are communicated, advertised, and distributed according to legislated requirements. • Supports compliance efforts in coordination with Bylaw Officers and responds to public concerns regarding ongoing development. Application Processing & Technical Review • Reviews and processed Development Permit in accordance with legislative timing as per the Municipal Governemtn Act. • Supports the review of Planning Applications, including but not limited to Subdivision Application and Land Use Bylaw Amendments. • Assists in the preparation and administration of Agreement as required as a condition of development. Safety Codes Administration & Contract Management • Administers and oversees the City's Safety Codes Contract with the successful vendor, ensuring full compliance with applicable provincial legislation, City bylaws, and policies. • Conducts ongoing monitoring, review, and evaluation of Safety Codes services to ensure quality, accuracy, and alignment with municipal expectations. ○ Maintains the City's Quality Management Plan.

	- Coordinates communication between the City and the contracted Safety Codes Provider to address technical inquiries, service issues, and compliance concerns. - Facilitates and manages the procurement process for the Safety Codes Contract as required, including preparing documentation, participating in evaluations, and ensuring contractual obligations are met. - Supports continuous improvement by identifying gaps, recommending updates, and ensuring municipal alignment with evolving Safety Codes regulations and best practices. Research, Data & Analysis - Collects, compiles, and analyzes data related to development activity, planning trends, demographic, and land use patterns. - Facilitates Pre-Development Applications as requested to support and encourage early and transparent communication. - Conducts research to inform policy updates, bylaw amendments, and process improvements. - Prepares research, background reports, and analysis to support internal departments and administration. - Monitors emerging development and industry trends to ensure municipal planning processes remain current and effective. Communication, Engagement & Customer Service - Serves as a primary point of contact for residents, developers, builders and consultants on building and development inquiries. - Provides clear, timely, and customer-focused guidance, explaining technical and legislative requirements in plain language. - Maintains positive public relations by ensuring transparent communication and supporting a fair and transparent process. - Prepares reports and recommendations to Council, the Subdivision and Development Appeal Board (SDAB), and other committees as required. - Assists in preparing public engagement materials and participates in stakeholder engagement. - Attends evening and weekend meetings as required. General & Other Responsibilities - Performs other related duties as assigned from time to time.
Schedule:	This position is office based, normal working hours are between 8:00 a.m.- 5:00 p.m. with the occasional requirement to work outside these standard hours.
Qualifications:	- Completion of a two year post-secondary diploma in Land Use Planning or a related discipline from a recognized institution. - Completion of the Applied Land Use Planning (ALUP) Certificate is required. - Minimum of two (2) years of related experience in municipal government, with an emphasis on planning and development. - Knowledge of relevant provincial and municipal legislation, policies, and programs, with the ability to integrate and apply this knowledge to development projects. - Strong computer skills, including proficiency in Microsoft Office Suite (Outlook, Word, Excel). - Has experience creating online applications and utilizing software such as Gov Stack, ESolutions, DGAPP, etc.

	• Excellent interpersonal skills, with the ability to interact effectively with the public, staff, Council, and external stakeholders and agencies. • Strong conflict resolution and negotiation skills, with the ability to address customer concerns in a professional, service-focused manner. • Clear and effective verbal and written communication skills, with the ability to convey complex technical or legislative information to diverse audiences. • High degree of professionalism, ethics, discretion and confidentiality in all interactions. • Able to work independently with minimal supervision, while also contributing effectively as part of a collaborative team. • Flexible and adaptable to changing priorities and municipal requirements. • Valid Class 5 Driver's Licence (Alberta or Saskatchewan) with an acceptable driver's abstract; may be required to operate a personal or municipal vehicle for business purposes.
Pre-Employment Requirements:	• Satisfactory Criminal Record Check. • Successful applicant must provide proof of qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	October 23, 2026
Posting Type:	Internal/External
Application Information:	The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date. Apply here
Posted By:	 Kara Farrell Posting Date: 13-Oct-26