



<b>Position Title</b>	<b>Development Officer</b>
Reports to:	Manager of Community Planning and Development
Creation/revision date:	February 28, 2026
Salary Band:	Level 4
Salary Range	\$56,170 - \$84,260
Status:	Permanent full time

### Position Summary

The Development Officer is responsible for the issuance of all development and building permits, while ensuring compliance with the municipal Zoning Bylaw, Official Community Plan, neighbourhood plans and all other applicable bylaws and regulations as they relate to development.

### **Key Duties and Responsibilities:**

- Review and process all development and building permits and licenses, including but not limited to, permits for new dwellings, accessory buildings, decks, landscaping, fences and driveways, as well as issuing business licenses.
- Maintain all records for permits and licenses and any other relevant planning documentation.
- Conduct periodic reviews and updates to processes and relevant application forms.
- Perform follow-up inspections on permits when required, including swimming pool inspections.
- Processing stop-work orders related to permit applications and other bylaw infractions.
- Provide regular customer service to the public on development and permitting inquiries.
- Support the goals and needs of Community Planning and Development department, as required and directed by Manager of Community Planning and Development.
- Maintain planning files, tracking systems, records, and other duties and projects, as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of *The Planning and Development Act, 2007*, *The Municipalities Act*, White City bylaws, legal aspects of planning, enforcement procedures and processes, statutory and non-statutory planning documents, and White City's Official Community Plan.
- Understanding of and ability to review building plans as well as being able to interpret the Official Community Plan and Zoning Bylaw as it pertains to development permit applications.
- Experience with permitting processes, policies and procedures and have dealt extensively with the general public in an advisory capacity.
- Ability to work with minimal supervision.
- Have excellent public relations and time management skills to be able to meet deadlines when necessary.



- Ability to use judgement to identify the most appropriate solution from several options using prior knowledge and experience which may have an impact in the development community and residents.
- Work well in a team environment with council, staff and public.

**Education and Experience:**

- University degree in urban and/or rural planning or a related discipline.
- Membership or eligibility for membership with CIP/SPPI.
- Minimum of 3 years experience with permitting processes, policies and procedures and have dealt extensively with the general public in an advisory capacity.
- Experience with Microsoft Office software programs, design software and GIS.

**Working Conditions:**

- Office-based position, with opportunity to work from home periodically as required.
- Limited travel may be required.
- Occasionally deal with simultaneous multiple demands which must be attended to “on the spot”.
- Occasional peak periods requiring an accelerated work pace with deadlines creating pressure.
- Occasionally required to provide frontline public service.
- Occasionally required to deal with situations involving conflict or contentious interactions.
- Manual dexterity required to use desktop computer and peripherals.

**Term and Compensation:**

- The Town offers competitive salaries, benefits and a comprehensive defined-benefit pension plan.
- Hours of Work: 40 hours per week with option for an Earned Day Off every three weeks.
- Employment Term: Permanent Full-Time
- Starting Salary Range: Starting salary for this position is \$56,170 - \$84,260 and is subject to negotiation based on experience.

**Application:**

Apply online at <https://whitecity.ca/p/development-officer>

No phone calls or emails please.