



## Job Posting Planner / Development Officer

[yorkton.ca/careers](http://yorkton.ca/careers)

### Description

Reporting to the Director of Planning, Building & Development, the Planner / Development Officer will administer the Zoning Bylaw as it relates to applications and inquiries for Development Permits, Sign Permits and Subdivisions.

### Duties & Responsibilities

- Review Development Permit, Sign Permit and Subdivision applications
- Respond to email, phone and in-person inquiries from coworkers, ratepayers and prospective developers on land use matters as applicable under relevant statutes and policies
- Coordinate with other City Departments on additional City requirements.
- Issue permits and approvals
- Investigate complaints related to non-conforming or illegal development.
- Respond to complainants.
- Pursue enforcement pursuant to the *Planning and Development Act*, as required.
- Conduct research on Provincial legislation, municipal comparators and on demographic, social and economic trends.
- Through the Director, develop written reports and provide recommendation on matters related to land use and zoning to Council, to the Planning Commission and to the Development Appeals Board.

### Education and Experience

- Undergraduate Degree in Urban Planning or related discipline
- 1 year of experience in a planning/development field.

### Qualifications

- Thorough knowledge of applicable statutes, including *The Planning & Development Act, Subdivision Regulations, Statements of Provincial Interest, Cities Act, Condominium Property Act*
- Knowledge of contemporary planning principles
- Exemplary interpersonal skills
- Ability to solve complex problems
- Conflict resolution
- Proficient with Microsoft Office
- Confident public speaking and presentation abilities
- Possess and maintain an RCMP security clearance
- Valid Class 5 Driver's License

**Regular Hours of Work:** Monday to Friday, 8:00 am to 5:00 pm with a 1 hour lunch break; earned day off program with every 3rd Friday off.

**Start Date:** April 20, 2026

### Compensation and Benefits

Salary will be commensurate with education and experience. The City of Yorkton offers a comprehensive benefits package and an employer matched pension (MEPP).

**Closing:** This competition closes March 19, 2026.

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