



Town of Battleford
Box 40, Battleford, SK S0M 0E0

Ph. (306) 937-6200
Fax. (306) 937-2450
www.battleford.ca

The **Community Development Officer** serves as both the Town of Battleford's primary community development lead and its designated Development Officer under *The Planning and Development Act, 2007*.

This role is responsible for fostering community engagement, advancing social, cultural, and economic initiatives, and administering planning and development processes in accordance with municipal bylaws and provincial legislation.

Key Responsibilities

1. Statutory Development Officer Responsibilities
(Under *The Planning and Development Act, 2007*)
 - Act as the Town's **Development Officer**, administering and enforcing the Zoning Bylaw, Official Community Plan (OCP), and related planning policies.
 - Review, evaluate, and decide on development permit applications in accordance with delegated authority.
 - Process discretionary use applications, variances, subdivisions, and servicing agreements.
 - Prepare reports and recommendations for Council
 - Ensure compliance with provincial legislation, municipal bylaws, and land-use policies.
 - Serve as the primary point of contact for developers, builders, and property owners regarding land use and development inquiries.
2. Community Development & Engagement
 - Build and maintain strong relationships with community organizations, businesses, Indigenous partners, and residents.
 - Facilitate public engagement processes including consultations, workshops, and open houses.
 - Support community groups, volunteer organizations, and advisory committees.
 - Act as a liaison between the Town, residents, and external agencies.
3. Strategic & Community Planning
 - Support implementation and periodic review of the Town's Official Community Plan and Strategic Plan.
 - Identify community needs, assets, and opportunities through data analysis and stakeholder input.
4. Communication & Public Relations
 - Prepare reports, briefing notes, and presentations for Council.
 - Communicate planning and development processes clearly to the public.
 - Promote community initiatives, programs, and events through appropriate channels.
5. Data, Reporting & Policy Support
 - Collect and analyze demographic, land-use, and community data.
 - Maintain development records, statistics, and mapping information.
 - Assist with bylaw updates, policy development, and planning studies.

Qualifications

Education

- Degree or diploma in Planning, Public Administration, Community Development, Urban Studies, or a related field.
- Eligibility or willingness to pursue planning or development officer training is considered an asset.

"All Good Things Come From The Earth" Founded AD 1875
Incorporated AD 1904





Town of Battleford
Box 40, Battleford, SK S0M 0E0

Ph. (306) 937-6200
Fax. (306) 937-2450
www.battleford.ca

Experience

- Minimum 3-5 years of experience in municipal planning, development administration, community development, or a related field.
- Experience administering zoning bylaws and development permits preferred.

Skills & Competencies

- Strong knowledge of *The Planning and Development Act, 2007*.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to balance regulatory decision-making with community-focused outcomes.
- Strong organizational, analytical, and problem-solving skills.
- Ability to work independently and exercise sound professional judgment.

Compensation

- Salary: TBD depending on education and experience
- Benefits:
 - Comprehensive health and dental benefits package
 - MEPP Pension Plan (with employer match)
 - Professional development opportunities
 - Supportive team environment

Application Details

- Interested candidates are invited to submit their resume and cover letter to:
Town of Battleford
Landon Chambers, CAO
Box 40, Battleford SK S0M 0E0
Email: landon.cao@battleford.ca

Subject Line: Application – Community Development Officer (CDO)

Only candidates selected for an interview will be contacted. This opportunity will remain open until a suitable candidate is found.

"All Good Things Come From The Earth" Founded AD 1875
Incorporated AD 1904

