



MUNICIPALITÉ  
**STE. ANNE**  
MUNICIPALITY

## **FULL-TIME PERMANENT EMPLOYMENT OPPORTUNITY**

Position:	Planning and Development Officer
Hours:	35 hours per week, 8:30 am to 4:30 pm, Monday to Friday
Salary Range:	\$65,502 - \$82,355 (Dependent on qualifications and experience)
Location:	395 Traverse Road, Ste. Anne, MB
Deadline to Apply:	4:00pm on Friday, June 8, 2026, or until position is filled

### **Position Duties:**

The Development Officer oversees land use planning and development within the Municipality, including reviewing and processing zoning, subdivision, building permits, and other applications under the *Planning Act*. The role also includes drafting development agreements and coordinating with legal, engineering, and regulatory stakeholders.

The position enforces municipal standards and by-laws, manages compliance matters, and advises the CAO and Council on development proposals and legislative requirements. As a public-facing role, the Development Officer works closely with residents, government agencies, consultants, and other external partners throughout the application and development process.

The Development Officer position is a part of the administrative leadership team responsible for the management of the Planning and Development Department, including supervision of administrative staff and departmental operations. As a result, this position will work closely with the CAO and other senior staff on municipal policy development, financial management, and special projects.

### **Requirements:**

Knowledge and familiarity reviewing and interpreting provincial legislation including the Planning Act, the Municipal Act, Building Codes and other land use regulations, policies and legislation would be preferred.

Experience with standard office equipment (computers, photocopier, etc.), and working knowledge of Microsoft Office Suite (Word, Outlook, Excel and Teams primarily). Familiarity with Maps and Mapping software is preferred, with further knowledge of ESRI/GIS Systems beneficial.

The incumbent should have excellent oral and written interpersonal communication skills and must be comfortable with generating written reports and summary reports for the CAO and Council.

Training and Education in Municipal Planning, and membership with the Manitoba Professional Planners Institute would be considered an asset. Preference will be given to applicants with municipal experience and/or having relevant administrative qualifications and experience.

Bilingualism (English/French) is considered an asset.

**All applications should include:**

1. A Cover letter
2. A Resume
3. Three work-related references

Email the above required documents marked “**Development Officer**”, and any questions to Shelley Jensen, Chief Administrative Officer, [cao@rmofsteanne.com](mailto:cao@rmofsteanne.com).

We wish to thank all candidates for their interest, only those considered for an interview will be contacted.