



Position Title: Planner II or Planner III

Location: RM of Edenwold Municipal Office, 100 Queen Street in Balgonie, Saskatchewan

Term: Permanent

The RM of Edenwold is a municipality located just east of the City of Regina. It is home to 4,500 residents and over 150 businesses. Emerald Park and the Great Plains Industrial Park form part of the RM of Edenwold along with over 20 other residential and commercial subdivisions. There are four major highways that intersect in the municipality including the No. 1 Highway and a segment of the new Regina Bypass. The RM of Edenwold is home to a wide range of land uses associated with both rural and urban environments. The diversity in the municipality presents unique and interesting challenges for planners.

Tasks and Responsibilities:

- Perform intermediate professional work related to a variety of planning assignments including the review and processing of applications related to permitted and discretionary uses, rezoning, subdivisions, building permits, comprehensive development reviews, and OCP and Zoning Bylaw amendments.
- Undertake in-depth research and prepare written reports and presentations for Council and external stakeholders on issues and topics related to planning and development in the area.
- Assist in providing customer service on planning issues, development regulations, planning policy and processes. Provide excellent customer service in a positive and informative way.
- Attend and present at RM Council meetings, external committees and other meetings, as required, to assist the Senior Planner and Administrator.
- Prepare maps using GIS and other mapping and graphic databases.
- Prepare servicing, development, easement and other agreements.
- Assist with coordination and carrying out of public hearings, surveys, presentations/meetings and other means and forums for public participation.
- Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Draft enforcement letters and Orders of Compliance.
- Work with internal RM departments and staff to gather information necessary for planning applications.
- Prepare communications related to planning matters including newsletters, mailouts, forms and procedures, maps and other graphic presentations, web page content, newspaper advertisements and other related materials.
- Perform administrative and technical duties, routine office tasks including data entry, file management, copying and answering telephone to support the Planning Department.



- Prepare and coordinate copying and distribution of bylaws, forms and map changes (subdivision, zoning, etc.)
- Administer, verify and issue development permits in compliance with RM bylaws and processes.
- Verify and approve elevation certificates in compliance with RM bylaws and land files.
- Verify driveway and approach criteria in compliance with RM bylaws and land files.

Qualifications:

- Undergraduate degree in planning preferably from a CIP-accredited university planning program or a closely related field. A Master's Degree would be considered an asset.
- A minimum of three years of experience (Planner II) or five years of experience (Planner III)
- Excellent communication (written and verbal), customer service and interpersonal skills
- Strong analysis and report writing skills
- Knowledge of and experience in the preparation of maps and graphic content using GIS and other databases
- Strong computer skills with Microsoft Office Suite (Word, Excel, Powerpoint). Experience with Adobe suite products (InDesign, Photoshop) would be considered an asset
- Ability to work independently and as part of a team
- Valid Saskatchewan driver's license (or equivalent)
- Keen interest in planning issues as they relate to both rural and urban environments

Salary Ranges:

Planner II - \$52,000 - \$64,000/annum

Planner III - \$66,000 - \$78,000/annum

Candidates must clearly describe where they have gained the knowledge and demonstrated the abilities required. Interview selection will be made on the basis of this information.

Determination of title and salary range will be based on proven years of experience.

Please submit your application before midnight on February 28th, 2018. Please email application to Jana Jedlic at [planning.rm158@sasktel.net](mailto:planning.rm158@sasktel.net). Only those applicants chosen for interview will be contacted. We thank all candidates for their interest in this opportunity.