



## **PLANNER 1 – TERM**

The R.M. of Corman Park No. 344, the most populated rural municipality in Saskatchewan, has an exciting employment opportunity for Planner 1 to join its Planning Department for a term position ending December 31, 2023. The diverse land uses within Corman Park create an opportunity for a unique work experience, with the position playing a supportive role in long range planning projects, concept plans, future growth studies and bylaw amendments.

The position reports to the Director of Planning & Development and would provide professional planning services including:

- Administration and implementation of the R.M. of Corman Park and P4G Planning District Official Community Plan and Zoning Bylaw;
- Contribute to the preparation of bylaw amendments, concept plans and other major policy projects, policies and initiatives;
- Research and compile information, data and reports on the implementation of changes to a variety of municipal policies/processes, planning issues and zoning regulations;
- Provide exceptional customer service to the public on planning issues, R.M. policy and processes and act as a liaison between the Planning Department, provincial agencies, First Nation & Métis organizations, adjacent municipalities and other professional;
- Present reports and recommendations at District Planning Commission, R.M. Planning Committee, District Development Appeal Board and R.M. Council meetings as required;
- Assist in arranging for and executing public hearings, surveys, presentations/meetings and other means and forums for public participation; and
- Perform routine office tasks including data entry, file management, copying, inquiry response and other duties as assigned.

The ideal candidate will possess the following qualifications:

- A degree in planning or related field, combined with 1-3 years of municipal, district or regional planning experience;
- Familiarity in research and data collection, preparing and drafting bylaw amendments, concept plans or other planning policy work is an asset;
- Knowledge of Saskatchewan's planning legislation, land registration system and municipal planning processes;
- Proven research, problem-solving, analytical and organizational skills;
- Ability to engage and work effectively with the public and community groups while maintaining a high level of professionalism;

- Excellent listening, verbal and written communication skills with the ability to convey complex and technical information in a prompt, positive and understandable manner;
- Skilled in operating a personal computer using current office software in a network environment.

Corman Park offers a competitive salary range, benefits package, pension plan and continued professional development opportunities.

Candidates should demonstrate their knowledge and abilities through their resume and covering letter; only those selected for an interview will be contacted.

Forward your application in confidence by 4:30 pm, CST on October 8, 2021 to:

**Kathy Newton, Human Resources Manager**  
**R.M. of Corman Park No. 344**  
**111 Pinehouse Drive**  
**Saskatoon SK S7K 5W1**

**Email: [knewton@rmcormanpark.ca](mailto:knewton@rmcormanpark.ca)**

**Phone: 306-242-9303**

**[www.rmcormanpark.ca](http://www.rmcormanpark.ca)**

Electronically submitted proposals will be deemed to be successfully received when displayed as new email. The R.M. of Corman Park will not be liable for any delay for any reason, including technological delays, spam filters, file size limitations, etc. It is the sole responsibility of the proponent to confirm with the contact person identified above that the proposal has been received.