

# NORTHBOUND

PLANNING LIMITED

## **About the Company:**

Northbound Planning is a planning and development consulting firm that provides community and regional planning for municipalities across Saskatchewan. The company focusses on assisting municipalities with a full range of services including planning and development, asset management, and municipal governance support.

## **About the Position: Planning & Development Officer**

Reporting to the Planning & Development Manager, the Planning & Development Officer is responsible for ensuring that planning and development regulations are properly administered in all municipal planning and development. The Planning & Development Officer regularly interacts with clients and stakeholders on issues related to development permits, land use amendments and subdivision applications.

## **Primary Responsibilities:**

- Liaise with and respond to internal and external customer inquiries related to development permits, land use amendments, subdivision applications and local referrals
- Process, review and issue decisions in accordance with established municipal bylaws and legislation for development permit applications, certificates of compliance, subdivision applications and other land use applications
- Prepare development or subdivision agreements subsequent to development or subdivision land use applications
- Process and review subdivision and other development applications; develop approval letters, servicing agreements and other related documents
- Develop specific development agreements for development permit applications
- Develop official community plans, zoning bylaws and associated amendments; manage process through the municipality and the Community Planning Branch

If you have a degree in regional or urban planning, public administration or a related discipline, have knowledge of relevant provincial and municipal legislation, regulations, policies and programs, and over 3 years of experience in community planning practices, principles and procedures, land use planning and public participation processes, we would love to hear from you.

Eligibility for membership with the Saskatchewan Professional Planners Institute and Canadian Institute of Planners is preferred.

**This is a remote work position with flexible working hours. Occasional travel to client locations is required.**

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## **To Apply:**

If you are interested in applying for this role, please forward your **cover letter and resume** to:

Sherry Timmerman

E: [office@apexconsultants.ca](mailto:office@apexconsultants.ca)

For further information about the position, please contact Sherry at 306-380-0189.

For more information about Northbound Planning Ltd., please visit our website at [www.northboundplanning.ca](http://www.northboundplanning.ca).