

# Community Planner

## Rural Municipality of Vanscoy No. 345

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### *THE COMMUNITY*

The Rural Municipality of Vanscoy encompasses 865 square kilometres of land southwest of Saskatoon. As a growing and developing RM, we offer a challenging and complex opportunity to the Community Planner. The R.M. includes four unorganized Hamlets. The communities of Vanscoy, Delisle, and Asquith fall within the boundaries of the R.M.

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### *THE OPPORTUNITY*

Since 2020, the R.M. has contracted the services of professional planning consultants to provide day-to-day development advisory services. By establishing a good planning foundation. Since 2022 the R.M. has employed community planner on a full-time basis to address the day to day planning needs of the R.M. The successful candidate can be mentored by our professional planning consultants to develop the skills and understanding necessary to undertake the roles and responsibilities of the position, while being provided with supports required to obtain professional certification (i.e. MCIP, RPP). The R.M. is seeking an individual who will be committed to serving the community over the long term.

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### *DUTIES*

As the Community Planner you will be responsible for:

- Responding to planning, development and land use inquiries.
- Performing Bylaw amendments.
- Processing development permits.
- Responding to subdivision requests.
- Preparing recommendations on discretionary use, and subdivision applications for presentation to Council.
- Facilitating the Building Permit process.
- Liaising with zoning enforcement.
- Helping to negotiate servicing agreements.
- Other planning related matters.

The Community Planner will report directly to the R.M. Administrator and will fulfill a variety of other duties as required. The Community Planner will be responsible for reporting to Council on development and land use matters and will coordinate with administration, rate payers, local developers, building officials, and the Community Planning Branch of the Ministry of Government Relations on subdivision proposals and servicing agreements.

It is expected that the successful candidate will be posted to the R.M. administration office in the Village of Vanscoy Monday to Friday 8:00 am to 4:00 pm.

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## ***ABOUT YOU***

The preferred candidate will possess:

- A community planning related bachelor's degree.
- Proficient written and oral communication skills.
- Proficiency with Microsoft Office Suite.
- Candidate or Full membership with the Canadian Institute of Planners and the Saskatchewan Professional Planners Institute.
- Experience and/or Familiarity with land use concerns relevant to rural Saskatchewan.
- Two years planning experience is preferred; however, a combination of applicable education and experience will be considered for applicants with less experience.

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

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## ***SALARY***

The R.M. offers a competitive salary range, benefits package, pension plan, and continued professional development opportunities.

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## ***APPLY***

Please submit your cover letter and resume with salary expectations by Monday, July 28, 2025 via e-mail or in-person to:

Leanne Mack, R.M. Administrator

[admin@rmvanscoy.ca](mailto:admin@rmvanscoy.ca)

300 Main Street Vanscoy SK