

Planner I *Full-Time, Permanent*



The Rural Municipality of Edenwold No. 158 is a rural municipality providing services to approximately 4,500 people. There are approximately 849 km² of land within the municipal boundary. The municipality's services include recreation, transportation, and road maintenance, public utilities (water and wastewater), planning & development, and bylaw enforcement. The RM is a progressive municipality that values collaborative community building and regional partnership, economic diversity and prosperity, livable communities, and strong municipal leadership.

The Planner I is responsible for performing various complex planning tasks independently and as part of a team with other staff members and external consultants. This person manages a portfolio of projects pertaining to subdivision review, development review, Comprehensive Development Proposal reviews, long-range planning, public and stakeholder engagement, and reporting. The Planner also offers support with respect to infrastructure and facility development projects, strategic municipal initiatives, building permit review, policy review and development, enforcement, business licensing, and economic development.

The Planner is responsive to all stakeholders, including Council, citizens, staff members, developers, landowners and other interested parties.

PRIMARY RESPONSIBILITIES:

- Review and process applications related to permitted and discretionary uses, rezoning, subdivisions, comprehensive development reviews, building permits, and OCP and Zoning Bylaw amendments.
- Reviewing, and analyzing government publications, policy documents, legislation, and regulations.
- Examines, analyzes, and reviews applications (development permits, CDPs, rezoning, etc) to ensure compliance with the RM's bylaws, policies, plans, etc.
- 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.
- Prepare servicing, development, easement, and other agreements.
- Assist with coordination and carrying out public hearings, surveys, presentations/meetings, and other means and forums for public participation.
- Work with internal RM departments and staff to gather information necessary for comprehensive review and consideration of planning applications.
- Work collaboratively with regional neighbours to support and advance regional projects and initiatives.
- 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 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.
- Prepare and coordinate copying and distribution of bylaws, forms, and map changes (subdivision, zoning, etc.) to meet legislative requirements.
- Provide support to other planning colleagues to manage workload as required (i.e., verification and approval of permit requirements such as elevation certificates, driveway/approach conditions, etc.)
- Perform administrative and technical duties, and routine office tasks, including data entry, file management, etc.
- Responds to project inquiries and provides technical advice and interpretation of planning bylaws, regulations, standards, policies, programs, and issues for the general public and internal and external stakeholders
- Provide excellent customer service in a positive and informative way
- Other duties as required by the Manager of Planning and Development.

EDUCATION AND QUALIFICATIONS:



To succeed as a Planner I you should have the following skills:

- 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 2 years of experience in a planning position. Experience in a municipal setting would be considered an asset.
- Excellent communication (written and verbal), customer service, and interpersonal skills.
- Strong analysis and report writing skills.
- Knowledge of and experience in preparing 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.
- Demonstrated ability to multitask and effectively prioritize work in a fast-paced environment.
- Keen interest in planning issues related to rural and urban environments.
- Ability to work independently and as part of a team.
- Valid Saskatchewan driver's license (or equivalent).

SALARY RANGE & BENEFITS:

- \$50,000 to \$60,000 per year;
- The RM of Edenwold offers a competitive benefits package; and
- Determination of salary will be based on education, qualifications, and relevant experience.

APPLY TO:

We invite you to email your resume to the RM Municipal Office at info@edenwold-sk.ca with the subject line **Planner I- <your name>**.

Applications will be accepted until 5:00 PM, Thursday, August 8, 2024.

We thank all applicants for their interest, but only those considered for an interview will be contacted.