



RURAL MUNICIPALITY OF MERVIN NO. 499 EMPLOYMENT OPPORTUNITY

Municipal Planner

This position is an exciting opportunity for an innovative, results-oriented individual. We have a diverse, dynamic area encompassing agriculture, commercial, residential and seasonal residential population. We are a busy municipality with opportunity for you to gain experience. We are located in North West Saskatchewan and have a growing population due to commercial and heavy oil activity, as well as being a popular resort and recreational destination. We are committed to supporting healthy growth for our communities, and sustainability of our lake areas while encouraging opportunity for economic development.

Duties & Responsibilities

As a Municipal Planner, your role is to assist with a variety of functions, depending on the need. This position will work closely with local developers and the Community Planning Branch of the Ministry of Government Relations; the subdivision approving authority for the Municipalities. This will include duties such as assisting with the following:

- Uphold and adhere to municipal bylaws – Zoning and Official Community Plan.
- Review Development and Building Permit(s) Applications.
- Draft and review servicing agreements and zoning amendments.
- Respond to email, phone, and in-person inquiries from coworkers, ratepayers, and prospective developers on land use matter as applicable under relevant legislation, statutes, and policies.
- Coordinate with other departments on additional municipal requirements.
- Issue permits and approvals.
- Investigate complaints related to non-conforming or illegal development.
- Respond to complainants.
- Pursue enforcement pursuant to *The Planning and Development Act, 2007*, as required.
- Conduct research on Provincial legislation, municipal comparators, and on demographic, social, and economic trends.
- Develop written reports and provide recommendations on matters related to land use and zoning to Council.
- Develop written reports and provide recommendations on matters related to land use and zoning to the Development Appeals Board.

Education and Experience

Interested applicants should have the following:

- Undergraduate Degree in Planning or related discipline. A combination of applicable education and experience may be considered.
- At least 1 year experience working on projects related to planning.
- Working towards a membership in the SPPI and CIP is preferred.
- Must be able to commute to our office in Turtleford, SK. This is not a remote position.

Qualifications

- Thorough knowledge of applicable statutes, including but not limited to *The Planning and Development Act, 2007, Subdivision Regulations, Statements of Provincial Interest, and The Municipalities Act.*
- Knowledge of contemporary planning principles.
- Exemplary interpersonal skills.
- Ability to solve complex problems.
- Conflict resolution.
- Proficient with Microsoft Office.
- Confident public speaking and presentation abilities.
- Valid Class 5 Driver's License

Regular Hours of Work: Monday to Friday, 8:00 a.m. to 5:00 p.m. with a 1-hour lunch break. On occasion as required, there may be evening and/or weekend work.

Start Date: To be mutually agreed upon with the successful candidate.

Compensation and Benefits: Salary will be commensurate with education and experience. The RM of Mervin No. 499 offers an extended health and dental benefits package, with an employer matched pension (MEPP).

Closing: This competition will remain open until a suitable candidate is hired. All resumes will be reviewed; however, only those selected for an interview will be contacted.

Please email resumes, including a minimum of three professional references, and a cover letter to:

The Rural Municipality of Mervin No. 499
c/o Chief Administrative Officer
PO Box 130
Turtleford, SK, S0M 2Y0
Email: cao@rmofmervin.com