

Planner I

Full-Time, Permanent



The Rural Municipality of Edenwold No. 158 is a progressive rural municipality that is citizen-focused and values safety, transparency and accountability, collaboration, and leadership.

Working in a progressive, diverse municipality like the RM of Edenwold provides a unique opportunity for planners to gain experience in a rural and urban environment.

The Planner I will be responsible for development application reviews, including Comprehensive Development Proposals, subdivision applications, and public and stakeholder consultation. This position will also offer support with respect to building permits, policy reviews, enforcement, business licensing, and economic development.

Excellent customer service is critical in this position as the successful candidate will be working closely with stakeholders such as developers, landowners, citizens, staff members, and other interested parties.

PRIMARY RESPONSIBILITIES:

- Review and process applications related to permitted and discretionary uses, rezoning and subdivision applications, comprehensive development reviews, building permits, and OCP and Zoning Bylaw amendments.
- Review and analyze government publications, policy documents, legislation, and regulations.
- 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.
- 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 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.
- 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.
- Eligibility or Full membership status in the Canadian Institute of Planners (CIP) and the Saskatchewan Professional Planners Institute (SPPI) or another PTIA.
- A minimum of 1 year 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 the preparation of 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 as they relate to both 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 \$65,000 per year
- The RM of Edenwold offers a competitive benefits package
- Determination of salary will be based on education, qualifications, and relevant experience.
- This position is based in-person at the RM Office, located at 100 Hutchence Road in Emerald Park, SK.

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, Friday, October 31, 2025.

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