



PLANNER 2

The R.M. of Corman Park No. 344, a growing rural municipality in Saskatchewan, has an exciting employment opportunity for a full-time, permanent Planner 2 to join its Planning & Development Department as part of the development review team.

Corman Park is the most populated rural municipality in the province and surrounds the urban municipalities of Saskatoon, Warman, Martensville, Osler, Dalmeny, and Langham. Due to our strategic location, the R.M. has a diverse range of residential, agricultural, industrial, commercial, and recreational land uses which offers unique and motivating planning and development related opportunities.

The successful applicant would be responsible to the Director of Planning & Development and would provide planning and land use support services including:

- Effective administration and implementation of the R.M. and Planning District Official Community Plans (OCP) and Zoning Bylaws.
- Review, process and present recommendations on a variety of planning applications such as development permits, rezonings, subdivisions and bylaw amendments.
- Prepare or contribute to the preparation of new or amendment to existing, statutory plans and other major policy projects, policies or initiatives as assigned.
- Research and compile information, data and reports on the implementation of changes to a variety of municipal policies/processes, planning issues and zoning regulations.
- Provide exceptional customer service to the public on planning issues, development regulations, R.M. policy and processes and act as a liaison between the Planning Department, provincial agencies, First Nation & Métis organizations, adjacent municipalities and other professionals.
- Present reports and recommendations at R.M. Council and Committee meetings, District Planning Commission and District Development Appeal Board meetings as required.
- Contribute to Corman Park's support to the P4G District Planning Commission, which may include the preparation of reports or other content for monthly Commission meetings, preparation of the agenda and minutes and other duties as required through Corman Park's commitment to the successful implementation of the P4G Official Community Plan and Zoning Bylaw.
- Assist in arranging for and executing public hearings, surveys, presentations/meetings and other means and forums for public participation.
- Support the preparation of draft servicing, development, easement and Municipal/Environmental Reserve agreements.
- Assist in arranging for and executing public hearings, surveys, presentations/meetings and other means and forums for public participation.
- Perform routine office tasks including data entry, file management, copying, inquiry response and other duties as assigned.

The ideal candidate will possess the following qualifications:

- University degree in planning, or a related discipline.
- Three to five years of land use planning experience. Experience in rural, regional or municipal planning is preferred.
- Thorough working knowledge of Saskatchewan's planning legislation, land registration system and municipal planning processes.
- Experience in processing development permits, rezoning, discretionary use and subdivision applications.
- Competence in preparing and amending statutory plans, zoning bylaws and concept plans.
- Proven ability to work effectively in a multi-tasking environment with competing priorities and demonstrated ability to maintain a high level of professionalism.
- Well established research, problem-solving, analytical, interpersonal, organizational and conflict resolution skills.
- Ability to engage and work effectively with the public and community groups.
- Excellent listening, verbal and written communication skills with the ability to convey complex and technical information in a prompt, positive and understandable manner.
- Skilled in operating a personal computer using current office software in a network environment.

You must possess candidate membership in the Canadian Institute of Planners and the Saskatchewan Professional Planners Institute (or provincial equivalent); full membership is preferred. This position requires the successful candidate to have a valid driver's license.

The salary range and start date for the position will reflect the combination of qualifications and work experience of the successful applicant. A competitive benefits package is included.

Candidates should clearly demonstrate where they have gained the knowledge and abilities required for this position through their resume and covering letter. Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Forward your application via email by 5:00 pm, CST on Friday, December 1, 2023 to:

Human Resources, R.M. of Corman Park No. 344

Email: hr@rmcormanpark.ca

Phone: 306-242-9303

www.rmcormanpark.ca

Electronically submitted proposals will be deemed to be successfully received when displayed as new email. The R.M. of Corman Park will not be liable for any delay for any reason, including technological delays, spam filters, file size limitations, etc. It is the sole responsibility of the proponent to confirm with the contact person identified above that the proposal has been received.