

## Senior Planner



- *Full-Time, Term – Maternity Leave Coverage  
(14 months: December 1, 2025, and January 31, 2027)*

The Rural Municipality of Edenwold No. 158 is a rural municipality that provides municipal government services to approximately 4,500 people. There are approximately 849 km<sup>2</sup> of land within the municipal boundary. Some services provided by the municipality 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 Senior Planner is responsible for performing a variety of 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 policy development and review, public and stakeholder engagement, strategic planning, and reporting. The Senior Planner also offers support with respect to infrastructure and facility development projects, strategic municipal initiatives, building permit review, enforcement, business licensing, and economic development. The Senior Planner is responsive to all stakeholders, including Council, citizens, staff members, developers, landowners, and other interested parties. Your primary tasks will include:

### PRIMARY RESPONSIBILITIES:

- Perform Senior professional work related to a variety of planning assignments, including policy development, public engagement, preparation of bylaws, and strategic and regional planning.
- 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 a 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.)
- 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 Senior Planner, 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.
- Full membership status in the Canadian Institute of Planners (CIP) and the Saskatchewan Professional Planners Institute (SPPI) or another PTIA.
- A minimum of 8 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 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:

- \$62,883.00 to \$99,564.75 per annum
- The RM of Edenwold offers a competitive benefits package.
- Determination of salary will be based on education, qualifications, and relevant experience.
- This position is a term position for fourteen months from December 1, 2025 to January 30, 2027.
- 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 send your resume to the RM Municipal Office by email at [info@edenwold-sk.ca](mailto:info@edenwold-sk.ca) with the subject line **Senior Planner - <your name>**.

**Applications will be accepted until 5:00 PM, Friday, October 3, 2025.**

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