



## Planner

Full-Time (40 Hours a week)

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

Reporting to the City Planner, the Planner provides advice and opinion to the City on all matters of land use planning. Primary responsibilities are in the areas of local policy development and all statutory matters related to the Planning Act and related legislation, including processing Planning Act applications, and providing an opinion on these applications to the appropriate approval authority. This role includes but is not limited to, consultation calls with public inquiry, assist preparing council documents, reviewing policies and procedures to ensure they comply with legislative acts and statutes, attending public events, manage confidential files and reference city zoning maps and bylaws.

### Roles and Responsibilities

- Manages upkeep of property and building files.
- Reviews and acts as signing authority for Development Permits and Residential Land Sales.
- Mentors and provides guidance to the Engineering, Planning, Asset Management & Infrastructure (EPAI) Clerk role with respect to building permits, development permits and service contracts.
- Provides recommendations regarding Zoning Bylaw, Official Community Plan Bylaw, and other planning-related bylaw amendments.
- Conducts research and builds reports necessary for economic, housing, and regional planning.
- Oversees Derelict properties administration and maintenance in conjunction with Building Inspection contractors, and the City Planner.
- Participates in economic development projects and initiatives.
- Assists with public contact and outreach on Utility, Pavement, Replacement Projects (UPAR)

### Qualifications

- Registered Professional Planner.
- 4-year bachelor's degree in Regional and Urban Planning.
- Experience working in a municipal government environment is an asset.
- Membership or eligibility for membership in Saskatchewan Professional Planners Institute.
- Possession of a valid Saskatchewan Class 5 Driver's License.
- Familiarity with Safety Codes.
- Understanding of municipal infrastructure (an asset).
- Proficient knowledge of the development industry, land use planning issues and statistical analysis.
- Proficient knowledge of legislative framework under which planning applications and projects are processed. (Planning and Development Act, Statements of Provincial Interest, Cities Act and applicable environmental legislation).
- Excellent knowledge of municipal planning strategies and land use Bylaws.

**To view the comprehensive job description please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca)**

Competition Number: PLAN01

Salary: \$77,666 to \$96,786 (2023 OOS Wage Band 4)

Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 Hours per Week)

Posting Closing Date: Competition closes on March 19, 2023 or when successful candidate is found

*Candidates with less qualifications and or experience may be considered at OOS Wage Band 3*

**Collaboration Communication Integrity Respect Trust Professionalism Accountability Fun Attitude**

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

[www.cityofnb.ca](http://www.cityofnb.ca)

