



Municipal Planner, Planning and Development

RM of Sherwood No. 159

Description:

The RM. of Sherwood No. 159 is seeking a full-time professional, skilled and experienced Municipal Planner for our Planning and Development Department.

Under the direction of the Manager of Planning and Development, the Municipal Planner will perform professional interdisciplinary planning work. The planner is responsible for the completion of a variety of planning projects. Duties range from analyzing and interpreting data, to the development of policy recommendations. The work requires the experienced use of professional planning techniques and principles within established regulations, standards and policies. More specifically, the planner shall administer the Zoning Bylaw and Official Community Plan. The planner will be responsible to apply the provisions of *The Planning and Development Act, 2007*, and regulations thereto.

The duties and responsibilities of the planner shall be as follows:

1. Receive, review, analyze all applications for rezoning, subdivision, discretionary use (in conjunction with the development officer), etc in a timely manner to ensure compliance with the Zoning Bylaw and Official Community Plan; prepare detailed reports and recommendations for Council's consideration, and obtain comments from government agencies when required. Handle internal departmental referrals for all applications. Collaborate with the Development Officer when required.
2. Review and collaborate with the Development Officer regarding building permits, development permits and other permits in accordance with municipal regulations as required.
3. Work directly with developers, surveyors, stakeholders and the general public to promote and enable sustainable community development.
4. Represent and Coordinate Planning Committee meetings and Development Appeals as needed



5. Prepare bylaw amendments, develop policies in compliance with applicable planning legislation, review annexation proposals, and prepare servicing agreements associated with subdivision applications.
6. Provide input on all studies of the physical, economic and development potential of various areas of zoning, and conduct research, analysis and evaluations of the environmental impact thereof.
7. Develop policy recommendations and assemble and interpret economic, transportation, demographic, land use and environmental data as they apply to planning projects within the RM.
8. Conduct a periodic review of the Zoning Bylaw, Official Community Plan, and research, analysis, reports and public meetings connected with the review. Analyze and interpret data pertaining to the formulation and maintenance of an Official Community Plan and other planning documents, as may be required.
9. Respond to project inquiries and correspondence from the general public, developers and others and explain matters of policy, regulations and bylaws.
10. Co-ordinate and liaise with City Departments in carrying out planning duties as required.
11. Liaise with government agencies as required, and attend and/or organize meetings as required with provincial and federal government agencies and committees, the City of Regina, and community and special interest groups as requested.
12. Keep fully informed of current planning legislation, policies, bylaws and regulations and inform Council of changes and amendments thereto.
13. Keep Council informed of current trends and developments relative to rural land use practices and rural/urban issues of land use and interface.
14. Respond to general public enquiries respecting the Municipalities Planning and Building Bylaws.
15. Attend Council and ratepayer meetings as requested.
16. Perform such other duties as may be assigned from time to time by the Manager of Planning and Development.



The successful candidate will require creativity and be an analytical decision-maker to work in a wide range of projects in a constantly changing environment, while maintaining adherence to legislation, industry standards, the RM's long-range and strategic planning policies, and the Manager of Planning and Development's priorities.

The candidate should possess:

- an established knowledge of Saskatchewan legislation and law regarding planning and development;
- the ability to and meet required objectives and guidelines;
- knowledge of the planning principles and practices with direct experience in the local government sector;
- the ability to establish sound and effective working relationships with others;
- communication and presentation skills with the ability to explain complex technical and non-technical issues to Council, residents and stakeholders.

Candidates should also possess:

- An undergraduate degree (or Master's degree) in planning and development preferably from a CIP accredited university, or closely related field;
- Membership or eligibility for membership with the Canadian Institute of Planners;
- 3+ years' experience in the municipal planning field;

This is a unionized position with a starting wage of \$30.45 - \$36.54 per hour. The RM of Sherwood No. 159 provides a competitive compensation and benefits package, including a municipal pension plan.



If you are looking for an exciting career in municipal planning and development, you are invited to submit your cover letter and resume to:

RM of Sherwood No. 159

Attention Adam Toth
4400 Campbell Street
P.O. Box 40029 Grasslands PO
Regina, SK S4W 0L3

Or email
careers@rmofsherwood.ca

Job Posting Closes: Friday, November 10th, 2017