



Community Planner

Rural Municipality of McKillop

THE COMMUNITY

The Rural Municipality of McKillop (the R.M.) encompasses 665 square kilometres of land and is bordered by Last Mountain Lake to the West and South. The R.M. includes nine organized Hamlets and eleven unorganized Hamlets. Agriculture is a predominant land use within the R.M., while lakeshore development is prevalent along the shores of Last Mountain Lake and has become a significant economic activity within the R.M. Recreation opportunities exist in the form of a provincial park, seasonal resort development, cottages, and water and fishing activities.

The R.M. prides itself on being a progressive, developing community. It is not only a viable farming community, but also a lovely place for cottage owners seeking solace from the high-paced city life.

THE OPPORTUNITY

Since 2016, the R.M. has contracted the services of professional planning consultants to provide day-to-day development advisory services. This has also included an update to the R.M.'s Official Community Plan and Zoning Bylaw and establishing development processes to guide land use and development in the R.M. By establishing a good planning foundation, the R.M. is interested in hiring a community planner on a full-time basis to address the day to day planning needs of the R.M. The successful candidate will be mentored by our professional planning consultants to develop the skills and understanding necessary to undertake the roles and responsibilities of the position, while being provided with supports required to obtain professional certification (i.e. MCIP, RPP). The R.M. is seeking an individual who will be committed to serving the community over the long term and preference will be given to candidates that reside within commuting distance to the R.M.'s administration office in the Village of Bulyea or are willing to relocate to the area for the purposes of the position.

DUTIES

As the Community Planner you will be responsible for:

- Responding to planning, development and land use inquiries;
- Performing Bylaw amendments;
- Processing development permits;
- Responding to subdivision requests;
- Preparing recommendations on discretionary use, and subdivision applications for presentation to Council;
- Facilitating the Building Permit process;
- Liaising with zoning enforcement;
- Helping to negotiate servicing agreements;
- Mapping; and
- Other planning related matters.



The Community Planner will report directly to the R.M. Administrator and will fulfill a variety of other duties as required. The Community Planner will be responsible for reporting to Council on development and land use matters and will coordinate with administration, rate payers, local developers, building officials, and the Community Planning Branch of the Ministry of Government Relations on subdivision proposals and servicing agreements.

It is expected that the successful candidate will be posted to the R.M. administration office in the Village of Bulyea Monday to Friday 8:30 am to 4:30 pm.

ABOUT YOU

The preferred candidate will possess:

- A community planning related bachelor's degree.
- Proficient written and oral communication skills.
- Skillful with Microsoft Office Suite.
- Candidate or Full membership with the Canadian Institute of Planners and the Saskatchewan Professional Planners Institute.
- Experience and/or Familiarity with land use concerns relevant to rural Saskatchewan.
- Two years planning experience is preferred; however, a combination of applicable education and experience will be considered for applicants with less experience.

SALARY

Based on qualifications and experience, the salary range for this position is between \$45,000 and \$55,000 annually in addition to a competitive benefits package. This salary range may be negotiable dependent on the experience and qualifications of candidates.

APPLY

Please submit your cover letter and resume by Friday, June 14, 2019 via e-mail to:

Jane Laich, R.M. Administrator

rm220administrator@rm220.ca