

Planner I

Full-Time, Permanent



The Rural Municipality of Edenwold No. 158 is a progressive rural municipality that is citizen-focused and values safety, transparency, accountability, collaboration, and leadership.

Working in a progressive, diverse municipality like the RM of Edenwold provides a unique opportunity for planners to gain experience in a rural and urban environment.

The Planner I will be responsible for development application reviews, including Comprehensive Development Proposals, subdivision applications, and public and stakeholder consultation. This position will also offer support with respect to building permits, policy reviews, enforcement, business licensing, and economic development.

Excellent customer service is critical in this position as the successful candidate will be working closely with stakeholders such as developers, landowners, citizens, staff members, and other interested parties.

PRIMARY RESPONSIBILITIES:

- Review and process development applications, including permits, rezonings, subdivisions, and bylaw/OCP amendments.
- Review and analyze legislation, policies, regulations, and government publications.
- Respond to inquiries and provide planning advice to the public and stakeholders.
- Conduct research and prepare reports and presentations for Council and stakeholders.
- Prepare servicing, development, easement, and related agreements.
- Assist with public hearings, surveys, meetings, and engagement activities.
- Collaborate with regional partners on shared projects and initiatives.
- Prepare planning communications, including newsletters, maps, web content, and ads.
- Conduct site inspections to support development reviews and compliance.
- Draft enforcement letters and orders.
- Coordinate bylaw, form, and map updates to meet legislative requirements.
- Support planning staff with permit reviews and approvals as needed.
- Perform administrative duties, including data entry and file management.
- Deliver professional and responsive customer service.
- Perform other duties as assigned by the Manager of Planning and Development.



EDUCATION AND QUALIFICATIONS:

To succeed as a Planner I, you should have the following skills:

- Undergraduate Degree in Planning or a related field; CIP-accredited program preferred. Master's degree is an asset.
- Eligible for or holding membership with CIP and SPPI (or another PTIA).
- At least 1 year of planning experience; municipal experience is an asset.
- Strong communication, customer service, and interpersonal skills.
- Strong analytical and report-writing abilities.
- Experience with GIS, mapping, and database applications.
- Proficient in Microsoft Office; Adobe InDesign and Photoshop are assets.
- Ability to manage multiple priorities in a fast-paced environment.
- Interest in rural and urban planning issues.
- Able to work independently and collaboratively.
- Valid Saskatchewan driver's licence (or equivalent).

SALARY RANGE & BENEFITS:

- \$50,000 to \$68,000 per year
- The RM of Edenwold offers a competitive benefits package
- Determination of salary will be based on education, qualifications, and relevant experience.
- 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 email your resume to the RM Municipal Office at info@edenwold-sk.ca with the subject line **Planner I- <your name>**.

Applications will be accepted until 5:00 PM, Friday, August 28, 2026.

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