



JOB TITLE: Manager of Planning and Development

JOB SUMMARY:

The Manager of Planning and Development is responsible for land-use planning, policy and regulations, development approvals, land development, the administration of municipal lands and all land transactions. This role oversees the efficient management of the Planning Department's operating budget as well the Official Community Plan (OCP) and Zoning Bylaw.

The Manager of Planning and Development reports to the CAO and is responsive to all stake holders including Council, citizens, other staff members, developers, landowners, and other interested parties.

RESPONSIBILITIES:

- Working with the CAO to establish strategic goals and objectives, translating these goals and objectives into an annual workplan, reporting progress and performance measures to Council
- Developing strong working relationships with the RM of Prince Albert No.461 stakeholders and the business community
- Responsible for the review and process of all types of development applications, coordinate building permit approvals and manage Building Official, zoning and building bylaw enforcement, statistical reporting
- Review subdivision referrals from Community Planning, ensure compliance with RM Bylaws, draft servicing agreements, manage municipal reserve, review comprehensive development proposals
- Prepare Zoning amendments and zoning updates, District OCP amendments.
- Develop policies and procedures to assist in governing development permitting and other planning functions
- Prepare servicing, development, easements, and other agreements
- Undertake research and prepare written reports and presentations for Council, Committees of Council and external stakeholders on issues and topics related to planning and development in the area
- Performs other related duties as assigned

Implementing strategic goals and objectives including:

- identifying regional business/investment attraction opportunities
- coordinating and implementing regional economic development enhancement initiatives

REQUIREMENTS/PREFERENCES:

- University Degree in Planning or a directly related discipline



- 3 + years progressively responsible professional experience in municipal planning, previous experience with a rural municipality would be considered an asset
- Possession of Full Membership standing in the Canadian Institute of Planners (CIP), and the Saskatchewan Professional Planners Institute (SPPI)
- Thorough knowledge of applicable municipal bylaws and provincial legislation and regulations pertaining to the land-use planning with particular focus on subdivision and concept plans
- Demonstrated ability to establish and maintain effective working relationships with the public, senior levels of government, First Nations, the development industry, professionals in various fields, employees, and civic officials
- Excellent communication, research, and presentation skills
- Strong planning and organizational skills
- Ability to manage multiple projects at once and manage competing priorities
- Previous experience in overseeing the review of development and subdivision applications, and concept plans would be considered an asset
- Community economic development experience
- Strong computer skills
- Valid drivers license
- Must provide a criminal record check

The salary for this position ranges from \$75,000 - \$101,000 per annum, determination will be based on proven years of experience. The RM of Prince Albert No.461 offers exceptional benefit and pension plans.

Please submit a cover letter and resume to the Chief Administrative Officer at cao@rmprincealbert.ca
Deadline: October 31st, 2022.

We thank all candidates for your interest in this opportunity, only those applicants selected for an interview will be contacted.