

Position Title: Municipal Planner

Department:	Planning and Development
Reports To:	Chief Administrative Officer
Creation/Revision Date:	August 2025
Salary Range:	\$56,160 - \$85,280
Status:	Permanent Full-Time

Position Summary:

The Municipal Planner is under the direct supervision of the Chief Administrative Officer and is responsible for general community and land use planning for the Town of Pilot Butte. The Municipal Planner will have the opportunity of creating and developing the Planning and Development department as we continue to expand our growth within the community.

The Planning and Development department manages the delivery and develops short- and long-range plans and programs for the best use of available land space within the jurisdictional limits of the Town. The department works closely with other municipal departments and provides assistance to them on a required basis.

Key Duties and Responsibilities:

General

- Review and prepare responses to development proposals involving various land use planning matters, review complex development submissions and provide advice and recommendations to Council and Administration.
- Respond to project inquiries and prepare correspondence to the general public regarding the zoning bylaw and official community plan, and development levy/servicing agreements.
- Liaise and consult with Town departments, Provincial/Federal agencies, professional consultants/contractors, development/business industry and public on all pertinent planning and development issues.
- Consults with land developers, civic leaders, and public officials.
- Develop and maintain the Towns Service Agreement with all land developers.
- Lead in the preparation, presentation and maintenance of plans, policies, bylaws and regulatory proposals; assist in enforcement of bylaws related to planning and development.
- Lead in the preparation, presentation of technical reports pertaining to development permits, rezoning, discretionary use, development appeals board, subdivision proposals and related planning matters.
- Conduct special studies and special projects related to land use policy and land development.
- Provide professional and technical support to the department.
- Other duties as assigned/requested by the Chief Administrative Officer.

Planning and Development

- Prepare recommendations to Council about agreements, hectare fees, bylaws, policies of land use and development levy/servicing agreements and application and collection of hectare fees, development levy/servicing agreements and meeting with developers.
- Communicate by phone, emails, text or meetings with Engineers and Developers.
- Calculate, collect and track hectare fees and infrastructure.
- Lead and direct directors and managers on projects and developments.
- Prepare and track checklist for requirements within agreements; prepare certificate of substantial completion and track performance securities.
- Prepare bylaws and policies related to amendments to the official community plan and zoning bylaw, development levy, and other land use planning matters and enforcement of development requirements.
- Keep fully informed of current planning legislation, policies, bylaws and regulations and inform Council and Administration of changes and amendments thereto.
- Review plans from developers and track required plans for submission to Council.
- Creates, compiles, organizes, or otherwise prepares materials for community relations meetings.
- Presents and make recommendations and plans to the Town Council, planning commission, private stakeholders, public, etc.
- Prepare or revise agreements related to planning and development including servicing agreement, development levy agreement, and annexation/boundary alteration agreement, etc.

Required Knowledge, Skills, and Abilities:

- Knowledge of principles, standards and practices related to urban planning and land development.
- Knowledge of related municipal bylaws, provincial legislation and regulations.
- Energetic, enthusiastic, and highly professional with superior judgment and be able to work independently.
- Ability to maintain the highest level of confidentiality.
- Demonstrated strong proficiency using Microsoft Office (Outlook, Word, Excel, and PowerPoint) and other related Computer Software such as Munisoft software, GIS Mapping.
- Acute attention to detail and accuracy.
- Rational decision making.
- Excellent public relations and engagement skills.
- Demonstrate high degree of initiative, detail, proven administrative ability and skill in communicating at all levels (orally and in writing).
- Criminal Record Check.
- Bondable.

**Education and Experience:**

- Bachelor's degree in Urban Planning, Engineering, Environmental Studies, Political Science, or related field required.
- Experience in planning and development, preferably in the public sector.
- Eligibility for membership in the Canadian Institute of Planners and the Association of Professional Community Planners of Saskatchewan.
- Working towards or have achieved their Registered Professional Planner (RPP).

Working Conditions:

- Office-based position.
- Limited travel may be required to travel to on site development for inspections and consultations with land developers.
- Ability to attend and conduct presentations and engagements
- Overtime as required.

Please apply with resume via mail, email, fax, or in person to:

222 Diamond Place

Pilot Butte, SK S0G 3Z0

Email: townofpilotbutte@pilotbutte.ca

Fax: (306)781-4477

*Only those individuals who are selected for interviews will be contacted.