

Planning & Development Coordinator

Date: August 9, 2023

Location: City of Weyburn – Planning & Development Coordinator

Weyburn is a thriving prairie city nestled in the southeast corner of Saskatchewan and a dynamic community providing exceptional quality and opportunities for its residents and visitors. The City of Weyburn is a multifaceted organization employing much of the local public in a variety of meaningful careers. The City strives to be an engaged and diverse employer with approximately (185) employees, increasing to over (230) during summer months. The City of Weyburn is offering an opportunity to work at City Hall in the Planning and Development Department as a **Planning and Development Coordinator**. As we continue to grow and prosper as a community, we seek a motivated and innovative employee to join our team!

Planning and Development

- Processes and reviews all development permits for both permitted and discretionary uses (ie. home occupations).
- Ensures compliance with zoning bylaws.
- Works with applicants and consultants to assign permits (ie. sign, temporary use, parking, landscaping etc.).
- Land sales: establishes prices and sources land that would work based on zoning and the community plan.
- Reviews/assesses and issues zoning bylaw amendments.
- Subdivision and Consolidation: Conducts internal reviews to ensure compliance with zoning bylaws.
- Saskatchewan Planning and Development Act and subdivision regulations.
- Collaborates with Public Works and Parks, Fire Department and Engineering departments.
- Issues notices to all utilities, watershed authority, and the RM of Weyburn (as appropriate, depending on location).
- Consults with police department on bylaw enforcement.

External Stakeholder Communications

- Assists director in reviewing documentation.
- Provides information to internal and external stakeholders.
- Interprets applications.

Official Community Plan (OCP)

- Interprets and implements the OCP with external stakeholders.
- Supports the director in recommending changes to OCP policy and procedures.

Compliance

- Creates zoning amendments.
- Administers the Saskatchewan planning and development Act.
- Reviews zoning and other related applications.
- Interprets bylaws.

Minimum Qualifications:

- Post-secondary degree in planning (or related field) recognized by the Canadian Institute of Planners;



CITY OF WEYBURN CAREER OPPORTUNITY

- Knowledge of current standards, policies, procedures, legislation and trends affecting municipal planning and land use;
- Knowledge of the functions, principles, policies and governance structure of municipal government;
- Valid Class 5 Driver's License;
- Ability to communicate effectively, orally and in writing;
- Ability to utilize related business, computer and mapping software.

Additional Information:

- **Job Status** – Full time
- **Classification** – Out of Scope
- **Application Deadline** – The position will remain open until a suitable candidate is found.

To Apply:

Please submit your resumes and cover letters directly to Brittaney Hutt, Human Resources Manager at careers@weyburn.ca or drop off your information at city hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.