

Job ID: 3466

Openings: 1

Jurisdiction: Civic Middle Management

Division: City Planning & Community Services

Department: Planning & Development Services

Branch: City Planning

Location Name: Regina, Saskatchewan, CA

Type of Posting: Internal & External

Employment Type: Permanent

Hourly Salary: \$45.82 - \$57.32 (2024 Rates)

Annual Salary: \$87,361.00 - \$109,287.00 (2024 Rates)

Date Posted: May 1, 2026

Closing Date: May 17, 2026

Land Acknowledgement

We are proud to reside on Treaty 4 Territory and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and Métis Nation, honoring and respecting these Nations and ancestors of this territory and grateful to be here. Regina is committed to building trust and creating true partnerships with Indigenous peoples.

Equity, Diversity & Inclusion

The City of Regina is an equal opportunities employer dedicated to fostering a respectful, collaborative, inclusive, and barrier-free workplace, allowing everyone to achieve their full potential. We value diversity as a key to our success and encourage all qualified candidates, including Indigenous peoples, people of colour, 2SLGBTQIAP+ individuals of all genders, people of disabilities, and members of equity-deserving communities, to apply.

The City of Regina is committed to ensure accessible and accommodating processes during the application and selection phases. If you need accommodation at any point during the recruitment process, please inform our Talent team and we'll collaborate with you to address your requirements.

POSITION SUMMARY:

This position is responsible for leading, directing, and providing professional planning expertise to complex and politically sensitive planning studies, projects, development review processes, and assignments. The incumbent is expected to exercise expert independent judgement, initiative and decision-making authority to develop timely solutions to complex problems. Projects and assignments require a high degree of knowledge and ability to identify and solve problems, interpret and analyze City bylaws and policies, and maintain effective contacts and relationships with elected and appointed officials, citizens and the development community.

This position reports to a Branch Manager in the City Planning Branch. The scope of this work area includes a variety of planning and development-related activities such as: development permit approvals; zoning enforcement; review of planning applications (eg, neighbourhood concept plan reviews, zoning bylaw amendments, discretionary use applications, and subdivisions); neighbourhood-level policy plans; reviews and updates to planning policy and regulations adapting to circumstance and best practice. While the position may be required to lead or assist in any of these activities, the immediate needs of the position will focus on neighbourhood policy, concept planning, and policy reviews.

The Senior City Planner may supervise a functional business area or serve as a project team leader. The employee is required to lead, supervise and mentor technical and junior staff and work collaboratively with colleagues or consultants with a diverse range of professional training.

DUTIES AND RESPONSIBILITIES:

- Develops, administers and coordinates planning programs, including the administration of complex policies and regulations, determining the application of policies and regulations in complex situations, and interpreting planning requirements into policy plans.

- Manages complex projects and develops policies and planning recommendations for complex and politically sensitive planning projects, including the review of sector plans and major aspects of the Official Community Plan.
- Develops contracts and coordinates the work of consultants and associated staff and monitoring of work programs and schedules to ensure the terms of the contract are met and the project is completed in a timely manner.
- Leads and/or assists with human resources-related activities in the business area, including recruitment and selection, staff development and performance management, coaching, mentoring, employee relations and discipline.
- Supervises and directs employees within the business area and on special projects.
- Provides advanced planning advice in one or more of the following areas: development review, city centre planning, and/or comprehensive planning
- Interprets data, information, processes, programs and problems to develop options, solutions, improvements and recommendations which have significant benefit for and impact to the levels of service provided by the business area and branch.
- Assists in the development and monitoring of branch and department operating budgets.
- Maintains effective contacts and relationships with elected officials, the development community, and citizens.
- Liaises, confers, negotiates and collaborates with internal and external working groups and committees related to major development projects and the development industry.
- Prepares and presents complex reports, contract documents, terms of reference, requests for proposals, policies and procedures, correspondence and briefs for senior management, Committees and Council.
- Supervises and coordinates various land use policy studies and reviews, the processing of a wide variety of development applications, and the preparation of detailed reports for Senior Management, City Council and related committees, and other agencies or boards.
- Reviews complex development submissions and provides advice to development proponents on ways and means of complying with municipal policies, regulations and procedures.

- Responds to project inquiries and prepares correspondence to the general public on civic bylaws, regulations, standards and municipal processes.
- Represents the City by attending or organizing meetings with other levels of government, governmental agencies, and community and special interest groups for the purpose of reviewing specific projects or changes in municipal policy, regulations, processes or procedures.
- Serves as a point of contact between internal departments, committees of council, developers, consultants, engineers and government officials on inquiries involving land development and land use planning policy and regulation in the City of Regina.
- Prepares and delivers presentations to various groups within the corporation and to outside agencies pertaining to development related matters.
- Initiates new and coordinates existing departmental policies, manuals and guidelines related to land use planning and development standards.
- Researches and analyses emerging trends, policies and best practices from other jurisdictions and implements opportunities to benefit the department and the corporation.
- Follows all rules and regulations as set out in the Provincial Occupational Health and Safety Act and the City of Regina Occupational Health and Safety Manual.
- Performs related work as required.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

- Advanced knowledge of urban planning theory, principles, standards, practices and information sources with strong emphasis on implementing sustainability principles and neighbourhood planning.
- Well-developed knowledge of one or more planning disciplines such as urban design, affordable housing, economic development or land use.
- Knowledge of the principles of organization, supervision and administration and the ability to effectively apply these principles.
- Ability to plan, coordinate and direct the work of staff.

- Demonstrated skill in project management, facilitation, conflict resolution and negotiation, conducting presentations, communicating and selling ideas, and leading group discussions.
- Ability to conduct difficult and complex technical research, analyze data and issues, document findings, evaluate alternatives, provide recommendations, and implement the resulting course of action.
- Ability to clearly and persuasively, orally and in writing, present ideas and recommendations that involve complex and politically sensitive issues to management, decision-making bodies, committees, applicants and citizens while adhering to the intent of regulations and planning policy.
- Ability to exercise sound independent judgement and reach appropriate conclusions within broad policies and guidelines.
- Ability to establish and maintain effective working relationships with all levels of City management, staff, applicants, community representatives, the development community, media representatives, and the public.
- Ability to promote and adhere to the principles of teamwork including: participation, shared responsibility, open communication, trust and mutual support.
- Ability to demonstrate a professional approach while being results-oriented and a leader who displays initiative, integrity and enthusiasm.
- Knowledge of Windows-based software, specifically Microsoft Office, and database applications.
- Knowledge of the general rules and regulations of the Provincial Occupational Health and Safety Act as they apply to this position and the ability to develop and ensure adherence to safety procedures within the Section.

EDUCATION AND EXPERIENCE:

- An undergraduate or Master's degree in city planning preferably from a CIP-accredited university planning program, combined with typically six (6) years of related professional planning experience in an urban municipality. Proven urban planning experience in a rapid growth environment is preferred.
- Acceptance as a Candidate Member in the Canadian Institute of Planners (CIP) is required and full membership is preferred.

Additional Requirements:

- Successful candidates may be required to provide a satisfactory criminal record check per the City of Regina's Criminal Record Check Policy.
- Proof of education is required.
- Additional assessments may be conducted to evaluate competencies, skills, and knowledge.