



Meewasin Valley Authority
402 Third Avenue South
Saskatoon, Saskatchewan S7K3G5
Phone (306) 665-6887 Fax (306) 665-6117

Employment Opportunity

POSITION: Planning Specialist

CLASSIFICATION AND RATE: S6 Planning Specialist
Annual Salary \$55,077 to \$66,948

BENEFITS: Meewasin offers a generous benefits package including extended health, dental, disability and life insurance and a matched pension.

START DATE: November 2025

OTHER: Full time position; 37.5 hours per week, three weeks of earned vacation; earned days off schedule. This is an SGEU in-scope position.

REQUIREMENTS: This position will require weekend and evening work on occasion.

JOB DESCRIPTION: attached.

TO APPLY:

Please provide the following information marked "Planning Specialist" to the email below on or before November 30, 2025:

* cover letter and resume in one Word or PDF document *

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: November 30, 2025

Only those applicants who have been chosen for an interview will be contacted. For more information visit www.meewasin.com/careers



Planning Specialist

Position: Planning Specialist

Reports to: Director of Operations

Date: October 2025

Organizational Description:

Meewasin is a mission-driven team of about 30 employees who work in a fast-paced environment committed to delivering strategic priorities of maintaining a healthy & vibrant river Valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

General Accountability

Under the supervision of the Director of Operations, the Planning Specialist is responsible for supporting Meewasin's mandate through professional land-use planning, development review, policy analysis and master planning. This position is responsible for ensuring that all development within Meewasin aligns with the Development Plan and supports the long-term objectives of the organization.

Specific Accountabilities

1. Land Use Planning

- Ensure that the integrity of the Meewasin Valley is maintained by providing information and analysis to support decisions aligned with the Meewasin Development Plan.
- Coordinate with the Conservation and Development Departments to develop baseline inventories, resource management plans and master plans for various sites throughout the Valley.
- Plan and facilitate public and stakeholder engagement processes for planning initiatives and projects.
- Collect, maintain and analyze data to support land use planning and master planning
- Contribute to the preparation of the "State of the Valley" report on a 5-year cycle to inform the strategic planning process.

- Provide proactive planning assistance and interpret Development Plan requirements for participating partners, stakeholders and developers within the Valley.
- Lead the process for adoption, amendment and repeal of the Development Plan.
- Recommend and prepare updates to *The Meewasin Valley Authority Act*.
- Research, prepare and evaluate policies, bylaws and regulations relating to Valley land-use, development review, and conservation.
- Coordinate with various levels of government to support enforcement, safety and public communication related to land-use, bylaw compliance, and animal control within the Valley.

2. Development Review

- Receive, review and evaluate development review applications in consultation with the management team, liaise with development review applicants and provide written correspondence as needed.
- Act as Meewasin's lead representative on its Development Review Committee, and with the Executive Assistant to prepare agendas, packages and minutes.
- Prepare and implement policies and procedures for application intake, review, adjudication, public engagement and record-keeping.
- Monitor development in the Valley to ensure compliance with approved plans and regulations.
- Present development review recommendations to the Board of Directors and prepare submission for appeal proceedings to the Meewasin Appeal Board.

Education and Experience

A degree in urban and regional planning, physical geography, environmental sciences, or related discipline and membership or eligibility for membership in the Canadian Institute for Planners, is required. A minimum of three years of related experience, preferably in a municipal or public agency is also required. This position also requires excellent written and verbal communication skills and experience writing land-use plans and policies. Familiarity with mapping software and aerial imagery interpretation is an asset.

A satisfactory Criminal Record Check is required prior to appointment to the position.

Required Competencies

Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

Effective Communication

Demonstrates the ability to communicate effectively in a wide variety of situations; including face-to-face, over the phone and in writing.

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

Flexible and Adaptable

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Planning Coordinator are:

Attention to Detail

Attends to accuracy, completeness and timeliness in tasks; approaching work in a disciplined and orderly fashion.

Innovation

Encourages self and others to challenge conventional practices; adapting established methods for new uses; pursuing ongoing system improvement; and generating new ways of doing business that improve outcomes.

Partnering

Actively seeks out and forms strategic partnerships with individuals, groups and organizations (internal and external) as a means of improving business outcomes.