



**POSITION: Director of Planning and Development**

**LOCATION: RM of Corman Park Corporate Office, Saskatoon**

**General:**

The R.M. of Corman Park is seeking an experienced Director to join our Planning and Development team. The Director is responsible for overseeing the R.M.'s land use planning, zoning regulations, development permits, building inspections, subdivision applications, long-term community planning, and other related duties. This position is responsible for directing a diverse team including senior planners, development officers, administrative staff, and other planning professionals. The successful candidate maintains excellent working relationships with other department heads, outside stakeholders and the development community.

This position plays a critical role in leading the R.M.'s operations, while reporting directly to the Chief Administrative Officer. The Director is responsible for supporting the leadership team and Council in implementing strategic projects and initiatives to achieve operational goals. The ideal candidate will possess a natural ability to quickly understand key issues, resolve conflicts, and make timely decisions, always prioritizing the public interest.

**Why the R.M. of Corman Park:**

- We offer competitive wages and benefits, family-friendly policies, and an environment of respect.
- We strive to offer a progressive workplace with opportunities to grow and develop staff through ongoing training and development while also supporting work-life balance for our staff and their families.
- A welcoming and thriving community surrounding the City of Saskatoon and covering over 800 sq. miles, including 1,100KM of roads.
- We have an exciting opportunity for someone who is highly motivated and passionate about providing excellent service.
- A job at R.M Corman Park enables you to grow professionally while making a difference in the community. We employ about 85 full-time, part-time, seasonal, casual and contract staff that serve a local population of approximately 9,000 residents!
- Annual Operating Budget of approximately \$24 million.
- At R.M. Corman Park, we strive to maintain a healthy and flexible workplace that encourages employees to think strategically, work collaboratively and champion new ideas.



## **KEY DUTIES AND RESPONSIBILITIES:**

### **Department Administration**

- Leads strategic planning, policy development, and financial management of the Planning and Development Department.
- Leads the development, maintenance, and implementation of the RM's Official Community Plan and Zoning By-law as well as the Saskatoon North Partnership for Growth (P4G) Official Community Plan and Regional Zoning Bylaw, ensuring compliance with The Planning and Development Act 2007.
- Provides expert advice to Council and members of the public in all matters relating to planning, building, and bylaw issues, presenting reports and recommendations at meetings when required.
- Assists and ensures the Department works within its legislated requirements.
- Supports the administration and enforcement of the National Building Code, municipal by-laws, and other relevant legislation.
- Implements quality assurance and continuous improvement practices, regularly evaluating departmental processes to ensure inter-departmental coordination, stakeholder consultation, and innovative practices that meet municipal needs while delivering excellent customer service and value.
- Accountable for the overall administration and operation of the Department's Development Approvals process.
- Directs projects and initiatives based on the established work plans related to policy planning, development approvals, transportation planning, heritage, and rural/semi-urban design.
- Has a strong sense of municipal governance and possesses strong political acumen to obtain win-win outcomes.

### **Financial and Asset Management**

- Procure goods and services in accordance with the R.M.'s purchasing and procurement policies.
- Manages comprehensive departmental budgets, including operating, capital, and long-range forecasts, while seeking innovative ways to achieve fiscal efficiency.
- Contributes to the development of the corporate budget to achieve an optimal balance between cost and levels of service.
- Leads Planning, Building, and Policy teams, aligning service delivery through harmonized goals, priorities, and strategic direction that considers the R.M. as a whole.



- Leads and develops staff, fostering a high-performance culture through effective mentoring and performance management, career planning, and professional development.

As part of the Leadership Team, you would assist in the development of the R.M.'s growth and direction. This includes:

- Keep the Chief Administrative Officer informed of planning and development activities, analyzing and providing solutions to issues affecting land use, community growth, and development plans.
- Attend Committee, Council, Planning, Department Head, and other meetings as required.
- Provide Council Meeting reports on various Planning and Development matters as needed.
- Participate as a member of the Leadership Team, providing input on department and municipal planning and strategic initiatives.
- Perform other related duties as assigned in accordance with corporate objectives, focusing on sustainable community development and growth management.

#### **REQUIREMENTS**

- Education: University degree in Planning, or a related field, Master's would be considered an asset. Other qualifications may be considered.
- Experience: 7-9 years of progressive experience with management experience, preferably in a municipal environment. A combination of years of experience and education may be considered.

#### **QUALIFICATIONS, CERTIFICATIONS, OR DESIGNATIONS**

- Excellent staff leadership capabilities with project management, communication, facilitation, and negotiation skills
- Ability to act strategically in a political and corporate service environment, foster progressive corporate thinking, as well as build dynamic and enthusiastic teams and strong external partnerships.
- Extensive experience in resolving progressively complex and comprehensive land use issues.
- Working knowledge of The Statements of Provincial Interest, The Municipalities Act, The Planning and Development Act, 2007, and other relevant acts or policies
- Member of the Canadian Institute of Planners and a Registered Professional Planner (MCIP, RPP) or ability to obtain certification within 2-years.



**Additional Job Information:**

**Position Type:** Permanent Full-time

**Hours of work:** 8:30am to 5:00pm (40 hours per week, Monday to Friday)

**Wage Range:** \$140,000 to \$155,000 per year to commensurate upon experience, plus benefits.

**Work Location:** Corman Park Corporate Office

**Benefits:** Sunlife, Pension Plan

**How to Apply:**

Please submit your resume and cover letter to James Burkell

([careers@rmcormanpark.ca](mailto:careers@rmcormanpark.ca)). Please note that only short-listed candidates will be contacted for further steps in the selection process.

**The review of applicants will begin October 29 with the position remaining open until filled.**