

District Planner

Department: Planning, Property and Development Department

Designated Work Location: Unit 15 – 30 Fort Street - Hybrid

Position Type: Permanent, Full-time

Hours of Work: 8:30 am to 4:30 pm, Monday to Friday

Salary: \$78,340.67 - \$ 105,227.49 - W.A.P.S.O Grade 4 - Annual

Employee Group: W.A.P.S.O

Posting No: 126102

Closing Date: July 24, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the general direction of the Principal Planner, the District Planner is responsible for the delivery and maintenance of a wide range of urban planning programs and services related to development application planning.

The District Planner works directly with developers, the community, elected officials, and other City staff in the review and analysis of development applications, provision of advice and sharing of expert opinion, participation in major planning initiatives, and review of legislation and by-laws. This position is expected to function with limited supervision and exercise independent decision making when appropriate.

As a leader within the Urban Planning and Design Division, the District Planner is expected to provide on-going mentorship and direction to other

planning staff, setting a positive, professional example within the organization. They are often expected to represent the Division/Department in meetings with external stakeholders. This position plays a key supporting role for the Principal Planner.

As the *District Planner*, you will:

- Assist and lead in the administration of planning services related to the development application process
- Participate in mid – and long-range planning activities
- Provide planning advice to Council, Committees of Council, other City Departments, the public and others, and serves as a liaison between other internal and/or external stakeholders as required.
- Work collaboratively with internal and external stakeholders
- Work closely with other planning staff to provide opportunities for mentorship and knowledge transfer, exhibiting a high degree of leadership, professionalism, ethical conduct and integrity.

Your education and qualifications include:

1. Masters' Degree in City Planning or acceptable equivalent.
2. A certificate in Urban Design would be asset.
3. Five years progressively complex experience in the development planning field inclusive of any experience required to obtain the RPP designation.
4. Experience with interpreting zoning by-laws, reviewing subdivisions, and other development approval processes.
5. Experience and/or training in urban design, including design review or writing design policy would be an asset.
6. Extensive knowledge of contemporary planning and community development issues.
7. Extensive knowledge of Plan Winnipeg, the city of Winnipeg Act and the City's by laws.
8. Strong verbal communication skills with the ability to complete public presentations.
9. Strong written communications skills including formal report preparation skills.
10. Knowledge of economic development issues as related to sustainable development at the community and at the neighbourhood level.
11. Ability to work effectively in a team environment.
12. Demonstrated analytical ability
13. Demonstrated organizational skills and ability to plan, organize, and execute many complex and varied tasks.
14. Fluency in French would be an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://www.canalliance.org/en/) <https://www.canalliance.org/en/> at application.

Conditions of employment:

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain Police Information Check information please visit <https://www.winnipeg.ca/police/services/online-record-checks>.

3. Must have Registered Professional Planner (RPP) designation.
4. Must have a Membership in the Canadian Institute of Planners (CIP).
5. Must possess and maintain a valid Class 5 Manitoba Driver's License.
The successful applicant will be required to provide a driver's notice in force document upon request.

APPLY ONLINE, including all documentation listed below:

1. Current resume and cover letter (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Position Reports To: Principal Planner

1. The successful applicant will be required to complete job specific training required for this position as directed.

Only candidates selected for interviews will be contacted.