
Planning Assistant 2

DEPARTMENT:	Planning and Development	STATUS:	Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$36.09 to \$42.45 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The Planning and Development department is looking for an enthusiastic Planning Assistant 2 within the Development Planning Division.

Your key accountabilities include:

- Providing administrative and technical support to the Planning Division's planners on development applications.
- Setting up development application files and coordinating inter-departmental review.
- Managing minor files such as Sign Permits, Development Variance Permits and Development Permits.
- Reviewing development applications for completeness.
- Coordination of property sale agreements as related to development applications.
- Reviewing legal documents and coordinating with counsel as related to development applications.
- Tracking development application requirements, such as bond releases, and DCC/ACC Calculations including those that are enshrined within development covenants, and which are tied to various stages of the approval process.
- Performing research as related to trends and issues relevant to the work of the division, as required.
- Assisting with administration and interpretation of the City's Zoning bylaw.
- Preparing and circulating referral memos and other template documents.
- Preparing and distributing letters and other correspondence to external applicants and agencies.
- Documenting permits and supporting the issuance of permits.
- Filing documents using the City's file management tools.
- Performing other administrative and planning related tasks as assigned by supervisor.

If you have the following qualifications and attributes, we want to hear from you!

- Grade 12 supplemented by technical courses related to the work, some experience in a clerical role; or an equivalent combination of training and experience.
- Post-secondary education in planning, architecture, urban design or paralegal studies would be considered a strong asset.
- Previous experience as Planning Clerk or Planning Assistant 1 would be considered an asset.

- Sound knowledge of the bylaws, regulations, policies, practices and procedures applicable to the work.
- Ability to read and understand architectural, landscape and other submissions related to development applications.
- Ability to read and understand legal documents such as covenants and statutory rights of way as related to development applications.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts, and to employ contemporary service excellence principles.
- Ability to explain and apply various procedures and to assist various contacts on matters related to the work.
- Ability to maintain records using permitting and file management methods and tools (EDMS and Tempest) applicable to municipal planning work.
- Skill in the use of MS Office software (MS Word, MS Excel, MS PowerPoint).
- Strong written and verbal communication as well as listening skills.
- Skills in the use of design software such as Adobe Creative Suite as well as MS Visio would be considered assets.
- Ability to work independently with minimal supervision, and effectively as part of an integrated team.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **September 8, 2025**.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.