
Development Coordinator

DEPARTMENT:	Planning and Development	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$54.44 – 64.43 (2024 rates) plus comprehensive benefits

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 position includes complex project coordination of a technical and regulatory nature, which involves the facilitation of complex development projects through the review and approval processes. You would be responsible for coordinating highly complex and/or controversial development proposals through a number of submissions from initial intake to post occupancy review.

As the main interdepartmental point of contact for projects you would work with a team of project management staff from various departments, the applicants, and their representatives in matters related to issues in development projects. Operationally, this position reports to both the Deputy Director, Building and Deputy Director, Planning and works closely with the Manager, Building and Manager, Planning correlating to the project stage. The organizational reporting will be to the Deputy Director, Building.

The position also involves administrative, public relations and technical planning work in coordinating and expediting legal requirements for implementation to facilitate the approval of development applications. Your responsibilities would include ensuring the fulfillment of requirements such as permits, permissions, easements, leases, covenants, agreements, purchase and sale agreement, and all other internal and external administrative details are processed and completed in the required manner and sequence, for approved development applications, including for complex multi-phased master plan applications.

You will be responsible for:

- Acting as the project lead to coordinate and facilitate the work of cross-functional teams to engage in complex development projects related to multi-family and mixed-use residential housing.
- Establishing and overseeing project timelines and milestones to facilitate permit processing while identifying project barriers and making recommendations for resolving conflicting requirements.
- Continuously evaluating workflows and identifying ways for optimization to streamline projects by obtaining approvals when all conditions are met and issuing permits.
- Conducting meetings to identify project goals, design objectives, resource constraints, infrastructure needs, risks, and potential impacts to workflows.
- Ensuring alignment with the overall organizational strategy including strategic priorities outlined by council.
- Consulting with project interest holders and acts as the main representative for the City while communicating project progress, risks and issues.
- Liaising between internal departments to translate project requirements; negotiating conditions of approval and clearances with applicant and staff.
- Interpreting agreements and understandings reached, as required and explaining regulatory requirements and implications on neighbouring structures and communities.
- Establishing and maintaining effective working relationships with a variety of internal and external stakeholders, including senior management staff, professional planners, engineers, regulatory staff, applicants.

- Preparing and maintaining a variety of records, reports and correspondence; develops project documentation; and drafts revisions to existing processes and procedures.
- Developing new or improved work methods and procedures in order to improve efficiency or accommodate departmental requirements or legislative changes; develops draft templates for departmental use.
- Working with the City Solicitor to prepare templates for legal documents such as Covenants, Statutory Rights of Way and Property and Sale Agreements
- Performing related work as required.

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

- Bachelor's degree with post graduate studies in planning, law, engineering, architecture or related discipline, plus considerable professional experience in multi-family and affordable housing; or an equivalent combination of training and experience.
- Considerable knowledge of project management principles and practices.
- Thorough knowledge of the processes, roles and responsibilities in the review and approval of projects.
- Considerable knowledge of the legal requirements and documents that are facilitated through the development approval process.
- Thorough knowledge of the rules, regulations, policies, municipal bylaws and legislation as they govern planning and permit processing activities, and of governmental regulations relative to municipal development.
- Excellent ability to mediate dialogue between impacted stakeholders and offer facilitation, negotiation, problem-solving and conflict resolution skills.
- Demonstrated ability to coordinate team meetings, provide direction to members, and establish responsibilities and commitments to schedules and target completion dates.
- Ability to identify and evaluate project risks and to make recommendations for resolving conflicting requirements.
- Ability to establish and maintain effective working relationships with other employees, professionals and the public, and to communicate complex information to a variety of audiences.
- Knowledge of the municipal development review process.
- Ability to work independently and as part of a team, and to coordinate multiple projects simultaneously.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by October 10, 2025.

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 unsundered 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.*