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## MANAGER, DEVELOPMENT PLANNING

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<b>DEPARTMENT:</b>	<b>Planning and Development</b>	<b>STATUS:</b>	<b>Regular Full-Time</b>
	<b>- Planning</b>		
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>Exempt</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours per week</b>	<b>SALARY:</b>	<b>\$137,945 – \$152,053 annually + comprehensive benefits package (2024 rates)</b>

The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision.

We are looking for a **Manager of Development Planning** to help lead the fast-paced, innovative, and evolving work of the Development Planning group within the Planning Division. Reporting to the Deputy Director of Planning, the Manager position is part of the Department's leadership team and provides support and direction to the Development Planning group of the Planning division; oversees the review and processing of development applications; and assists with the delivery of policy, regulatory and procedural formulation of the division, and a number of strategic departmental and/or corporate initiatives.

The Manager works in partnership with the Deputy Director to provide clear vision and support to the Planning division as a whole and is accountable for achieving divisional outcomes and managing the processing of development applications aimed at facilitating the delivery of housing units, child care spaces, employment uses, institutional and key community services and amenities across a broad set of priorities related to Official Community Plans; Neighbourhood Plans; Housing Policy, Regulations, Targets and Reporting; Heritage Policy; Financing Growth; and, Affordable Housing Capital Projects. This position will be assigning, reviewing, supervising, and evaluating the work of professional staff, with a focus on the Development Planning group's financial management and people.

**The Development Planning Manager will:**

- Manages the operations of the Development Planning group, including development applications of all levels of complexity, and the formulation and implementation of policy, regulations, procedures, programs, initiatives, and strategic plans related to the work; directly manages development files of the highest complexity/political sensitivity.
- Aligns outcomes with City and Department objectives, the Department's operating and capital budgets, and legislated requirements and authorities.
- Represents the Development Planning group to Council, inter-Departmental management teams, and to the local community.
- Participates in a wide range of Department, City, inter-jurisdictional, and community interest meetings or committees.
- Prepares reports and delivers presentations, making recommendations for appropriate action based on sound decision analysis.
- Oversees the group's development planning functions; collaborates with departmental and inter-Departmental technical staff and management to seek input on programs, projects and issues to ensure alignment with the work of other City departments.
- Liaises with landowners, developers, consultants and other agents, to communicate City objectives, regulations, and policies.
- Leads and/or participates in departmental and inter-departmental initiatives related to the work; identifies, performs review and analysis, and makes recommendations on work of the highest complexity and sensitivity; and provides leadership and professional expertise to corporate initiatives related to or impacted by the work.
- Prepares and manages an annual work plan and budget to carry out related work of the Development Planning group, for input into the annual Departmental budgeting process.

- Reviews, prioritizes and assigns work as directed or requested; determining staffing and financial resources required.
- Manages a team of planners and other professional staff, including scheduling, assigning and reviewing work, coaching and developing, performance management, recruitment and retention activity, and other people management practices.
- Provides direction and advice to other City staff for areas relating to accountability and oversees the work of outside consultants.
- Responds to requests for information or concerns from members of the public and representatives of community groups.
- Performs related duties in keeping with the purpose and accountabilities of the job.
- Performs all aspects of the role consistent with the City's principles on equity, diversity and inclusion.

**Qualifications, Knowledge, Skills and Abilities for the position are:**

- Post-graduate degree in Planning or a related discipline combined with extensive and progressively senior and complex experience related to local government or public sector employers, as well as people and team leadership experience; or an equivalent combination of education and experience.
- Registered Professional Planner and Member of the Canadian Institute of Planning in good standing is required.
- Supplementary advanced education and/or training in urban land economics, affordable housing delivery, urban design, project management, public engagement, Indigenous relations and/or negotiation, is desirable.
- Extensive knowledge of the concepts, practices and techniques of city planning, which includes development planning, project financing and delivery; housing policy and incentives; land use policy and regulation; social planning and community livability; economic development; financing growth strategies and tools; public engagement best practices; project management; negotiation; customer service excellence; strategic partnership facilitation; and, strategic planning.
- Knowledge of municipal functions and operations; and, relevant legislation, bylaws, regulations, rules, policies, and best practices related to the work.
- Good knowledge of, and demonstrated ability to work with, municipal, Indigenous, provincial, and federal levels of government; other governmental agencies; community and industry interest-groups.
- Exceptional ability to synthesize, pivot, and effectively act on complex and evolving inputs from Council, Senior Management Team, inter-Departmental senior management, and other levels of government and/or government agencies; and, demonstrating sound judgement.
- Demonstrated people leadership skills and experience supervising the work of professional, technical and administrative staff; and the ability to motivate, guide, mentor and support a diverse staff team.
- Well-developed planning and coordination skills to manage the division's operations, coordinate with the department's operations, and integrate work with City strategic priorities.
- Working knowledge of methods and processes involved with collating, preparing and analyzing data to support strategic initiatives.
- Good knowledge of methods and processes to plan, develop and implement initiatives and projects; determine priorities, identify and allocate resources; and support strategic financial planning and budget preparation for the Division and Department.
- Exceptional communication and interpersonal skills to establish and maintain effective working relationships with internal and external contacts.
- Effective problem-solving and decision-analysis skills to support resource allocation and determine priorities and creative solutions.
- Demonstrated experience in negotiation and conflict resolution; and ability to influence, recommend, and implement change initiatives.
- Successfully pass and maintain a clear Police Information Check

**What we offer:**

- Work-life balance – 35 hour work week, vacation, an optional compressed day off program, and optional hybrid work schedule
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning and personal development program



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newwestcity.ca

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by February 26, 2026.**

*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'emeylem-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.*