

## Planner 3 (Development Applications) Job ID: 2026-0055

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

### Overview

Reporting to the Manager – Development, the Planner 3 position performs advanced professional planning work at a senior level within the Development Applications Department. The position is responsible for reviewing, assessing and providing recommendations on complex rezoning and development permit applications. It is also expected to provide advice on planning legislation and planning theory to our diverse and knowledgeable planning team. The incumbent is a highly experienced planner responsible for making strategic recommendations on matters relating to current planning and major development projects.

### Examples of key responsibilities include, but are not limited to:

- Manage complex rezoning and development permit applications including the preparation of the necessary staff reports and bylaws.
- Prepare, draft and implement planning policies and bylaws necessary to implement the Official Community Plan.
- Coordinate input from a variety of multi-disciplinary stakeholder teams on planning initiatives.
- Communicate urban design advice and planning policy recommendations to applicants in an effective and timely manner to ensure high quality standards are achieved throughout the City.
- Responsible for mentoring other professional planning staff on planning matters as well as providing strategic input into rezoning and development permit applications under staff review.
- Work closely and effectively with other City departments to advance planning initiatives throughout the organization.

### Knowledge, Skills & Abilities:

- Knowledge of community planning theory, practice and trends as they apply to development in the Canadian context.
- Exercise considerable independent judgement and demonstrate professionalism during the review and analysis of development applications.
- Skill and ability to manage internal and external contacts with courtesy, tact and discretion in providing planning advice and urban design recommendations.
- Ability to resolve conflict in a timely and professional manner. Ability to research, analyze and communicate specialized and technical planning information to a variety of internal and external customers.
- Excellent communication skills, including high quality written work and drafting public consultation material and presentations.
- Ability to give specialized professional advice to City staff, clients, external stakeholders, committees, and Council.
- Strong organizational skills and ability to prioritize and manage multiple assignments and development applications.
- Skill and proficiency in Microsoft Outlook, Word and Excel.
- Ability to use REDMS or a similar Records Management System.
- Applied understanding of the subdivision approvals process, including for Air Space Parcel subdivision is an asset.

### Qualifications and Experience:

- A Master's Degree in Planning or Architecture, with a Bachelor's degree in a related field (e.g. Architecture, Landscape Architecture, or Urban Design) supplemented by a minimum of five (5) years' experience is required. Experience in a municipal setting is preferred.
- Eligibility or Membership in the Canadian Institute of Planners (CIP) and Planning Institute of B.C. (PIBC) is required. Accreditation in the Architectural Institute of British Columbia (AIBC) or B.C. Society of Landscape Architects (BSSLA) will also be considered.
- Valid Class 5 Driver's Licence for the Province of British Columbia.

## **Additional Information:**

Location: City Hall

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 109

Pay Band: J22

Pay Range/Rate: \$65.35 to \$77.44

Hours of Work: Monday - Friday, 8:15 a.m. - 5:00 p.m. (Compressed work week)

Internal Closing Date: 3/19/26

External Closing Date: 3/26/26

Openings: 1

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.*

*This position is restricted to those legally entitled to work in Canada.*