

Senior Planner

City of Richmond Hill



Position Profile and Candidate Brief

September/October 2025

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City of Richmond Hill Overview

The City of Richmond Hill is a vibrant and inclusive city of neighbours located in York Region and is home to more than 200,000 residents. It is located in the center of the Greater Toronto Area with great access to transit systems and close to major highways, ports and international airports.

Richmond Hill is home to a rich natural environment with 168 parks, almost 640 hectares of open space and 5 protected lakes. It has made the environment a high priority. Richmond Hill was the first municipality in Ontario to achieve ISO 14001 Certification.

The city has one hospital, Mackenzie Health Hospital, and has abundant medical centres and free walk-in clinics. Education opportunities include top graded schools, 20 private and specialty schools, 4 public libraries and the city's central location allows for an easy commute to 10 Canadian colleges and universities.

In addition to top quality schools, unique boutiques, first-rate healthcare and wide open natural spaces, Richmond Hill also has breathtaking local parks and swimming spots, popular annual festivals and events, a state-of-the-art Centre for the Performing Arts, 150km of biking and/or hiking trails, a commitment to youth sport and activity programs... there is something for every lifestyle right in Richmond Hill.

Richmond Hill will be the home of the High Tech Transit-Oriented Community (TOC) which will create a complete mixed-use community providing a mix of residential and commercial uses that is designed to complement the investments in public transit and provide for a sustainable, livable community. The proposal includes linear parks and an open space system with walkable streets that connect the community. The entire site is proposed to support active living by encompassing connected public green space with a bike/pedestrian network throughout. It will:

- Approximately **19,300 residential units**;
- Expected to generate around **11, 000 jobs**
- Will be served by the future Yonge North Subway Extension (YNSE) service to Richmond Hill, GO regional service, VIVA Rapid Transit and the encompassing major highways.
- Pedestrian and cycle friendly



Richmond Hill Official Plan (also known as “City Plan”)



The City of Richmond Hill is updating its Official Plan, also known as “City Plan,” to respond to changes in legislation, policy direction and emerging trends. It will continue to guide land use and development over the long term, balancing social, economic and environmental considerations.

Richmond Hill’s current Official Plan was adopted by Council in July 2010 and the Province requires that an Official Plan update be completed 10 years after the preparation of a new comprehensive Official Plan. This update will continue the City’s transformation into a more vibrant, complete community that serves the needs of all residents, businesses and visitors in Richmond Hill.

A number of key amendments to update Richmond Hill’s Official Plan, such as the vision and city structure and centre-specific areas along Yonge Steet, have already been adopted and/or approved. The City Plan team is currently working on the last amendment, which will focus on Provincial conformity, consolidation of relevant policies from the York Regional Official Plan, as well policies related to Employment, Housekeeping, and MTS/Corridors. In addition to the Official Plan Update, the team is also working on a series of affordable housing initiatives and will begin work on a priority Secondary Plan for an emerging mixed-use centre.

You can [learn more about the initiative here](#).

On September 24, 2025, the City passed By-law 93-25 which brings forward the first Comprehensive Zoning By-law for the City. The CZBL zoning by-law which will harmonize over 40 parent zoning by-laws dating back to the 1960’s. The CZBL implements the newest, updated vision for the City through the Official Plan update. The new single comprehensive zoning by-law:

- consolidates of over 100 residential zones into 12 zones for all residential properties across the City;
- reflects current and emerging planning and development practices and trends; and,
- will be fully accessible online to the public on an interactive web based format.



Job Description

Position Summary:

Reporting to the Manager, Development Planning, the Senior Planner is responsible for managing and coordinating the City's review of a full range of complex Planning Act development applications by applying independent, advanced level professional land use planning knowledge, expertise and opinion to City Council while protecting the public interest. The Senior Planner is also responsible for contributing to and/or leading various divisional plans, programs, and processes, and for mentoring junior staff.

Key Responsibilities:

- Process a full range of complex and priority development application types, in accordance with applicable planning legislation, policy and other City regulations and practices
- Co-ordinate circulation of development applications and manage responses from internal departments and external agencies
- Conduct site and context area field inspections;
- Communicate issues and concerns to applicant and facilitate required discussions between the applicant and internal departments or external agencies;
- Prepare reports, documents, agreements, planning and legal instruments as required;
- Attend Council meetings, statutory public meetings and other public meetings as required to present development proposals, staff reports
- Review pre-submission requests with respect to applicable policy, regulations, guidelines, etc.;
- Coordinate and facilitate meetings with applicant and property owners to review development application process;
- Present proposals to the City's Development Application Review Committee (DARC), and coordinate preliminary comments, conditions and issues identified into Submission Requirements Letter for applicants;
- Chair the DARC meeting as needed in the absence of the Manager
- Prepare witness statements and other documentation for Ontario Land Tribunal hearings and attend pre-hearing conferences as necessary;
- Provide evidence as an expert planning witness at the Ontario Land Tribunal on behalf of the City as may be required;
- Respond to planning related general enquiries by phone, email and in-person as required
- Conduct research, background review and follow up with customers as necessary
- Act as primary resource and division representative for various department- and corporate-led studies and initiatives
- Train new staff and mentor junior planning staff
- Attend training workshops, seminars and courses, and keep abreast of emerging trends, challenges and best practices within the profession

- Participate in the summer student recruitment and interview process
- Other projects and duties as assigned

The Ideal Candidate

- A Degree in Urban Planning or related discipline as recognized by the Ontario Professional Planners Institute
- Full membership in the Ontario Professional Planners Institute (RPP) and the Canadian Institute of Planners (MCIP) is required
- A minimum of 5-7 years of planning experience in progressively responsible positions, municipal experience is considered an asset
- Ontario Land Tribunal experience is considered an asset
- Experience reviewing and evaluating a broad range, types and complexity of development applications
- Extensive experience preparing reports and planning instruments
- Advanced knowledge of the Ontario Planning Act, provincial plans and other related land use legislation and highly developed understanding of planning issues, emerging trends and major policy drivers of land use planning in Ontario
- Solid understanding of legal documentation, technical reports, requirements and materials and demonstrated ability to interpret planning documents, regulations and mapping
- Experience defending planning opinions before Council and the Ontario Land Tribunal
- Proficient in Microsoft Office Suite, GIS applications, Adobe, eScribe, Tyler EP&L (and other comparable development tracking software)
- Demonstrated customer service skills with experience communicating and presenting with all levels within and external to the organization
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Critical analysis and strategic thinking skills
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities and shares new ideas and challenges the status quo
- Takes initiative to participate in a culture of learning, mentoring, and sharing and contributes to building and being a part of a positive culture
- Political awareness of all levels of government
- Advanced project management skills, time management, organization and prioritization skills
- Strong conflict management and resolution skills, negotiation and facilitation skills
- Advanced research, analytical and problem-solving skills
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Senior Planner at the City of Richmond Hill interests you. If you wish to be considered for the position, please forward a cover letter and your resume by email to **Lorraine Atik** at lorraine.atik@lesp.ca by **October 19, 2025 @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the City of Richmond Hill are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

