



CBRM

A Community of Communities

Cape Breton Regional Municipality

Development Officer
Regular Full Time

DEPARTMENT: Planning & Development

JOB SCOPE: Reporting to the Senior Planner in the Planning and Development Department, this is a Council appointed position pursuant to the Municipal Government Act. The Development Officer is responsible for administering development controls on behalf of Council including:

- Subdivision regulations and bylaws;
- Land use bylaws;
- Permitting and licensing;
- Processing amendments; and
- Granting variances.

STATUS: Union - Inside Bargaining Unit CUPE Local 933

SALARY: \$83,543

MINIMUM QUALIFICATIONS (Must include copies of the items listed below)

- Undergraduate degree or college diploma in land use planning or related field.
- 3 to 5 years of experience in municipal planning, development control, by-law administration, or a related area may be considered.
- Experience in a municipal government setting is considered an asset.
- Must possess and maintain a valid Nova Scotia Driver's License.
- Experienced in reading and interpreting site plans, survey plans, and building construction plans.
- Criminal Records Check verification is required as a part of the selection process.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will be done at a later date.

ADDITIONAL QUALIFICATIONS

- Emergency First Aid/AED/CPR-A

CLOSING DATE FOR APPLICATIONS: 4:00 p.m. Thursday, September 26th, 2024

Applications quoting **Reference No. 24.77-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303
Sydney, Nova Scotia B1P 7B9

Fax: 902-563-5582

E-mail: jobapplications@cbrm.ns.ca

Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during regular working hours (8:30 a.m. – 4:30 p.m.). Although we thank all applicants for their submissions, we will respond only to those we wish to interview.

CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.



JOB DESCRIPTION

Position Title/ Classification:	Development Officer		
Department:	Planning & Development	Location:	Civic Centre
Reporting to:	Senior Planner	Bargaining Unit:	CUPE Local 933
Salary:	\$83,543		

JOB SCOPE

Reporting to the Senior Planner in the Planning and Development Department, this is a Council appointed position pursuant to the Municipal Government Act. The Development Officer is responsible for administering development controls on behalf of Council including:

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- Land use bylaws;
- Permitting and licensing;
- Processing amendments; and
- Granting variances.

MAIN FUNCTIONS

- Interpreting and administering CBRM’s Land Use Bylaws and Subdivision Bylaw.
- Interpreting and administering any Development Agreement entered into pursuant to the Municipal Government Act and in compliance with a CBRM Municipal Planning Strategy.
- Processing applications for Development Permits and licenses to ensure compliance with bylaws falling under the responsibility of the Planning and Development Department, including land use bylaws variance applications, and Site Plan Approval.
- Processing applications for zone amendments to land use bylaws.
- Processing applications for subdivision approval to ensure compliance with CBRM’s Subdivision Bylaw, including applications for tentative, preliminary and final approval.
- Defending his/her decisions when:
 - appealed to Council;
 - appealed to the Nova Scotia Utility and Review Board; or

- before the Supreme Court of Nova Scotia.
- Investigate alleged violations of the Bylaws under his/her jurisdiction and when evidence is compelling enough to warrant prosecution, bring the matter, with supporting evidence, to the attention of the Departmental Director and a CBRM Solicitor delegated with the responsibility of prosecuting violations of CBRM's Bylaws. When an alleged violation is before the Court, the Development Officer will be responsible for jointly presenting the evidence along with a CBRM Solicitor.
- Conduct inspections in support of his/her responsibilities:
 - processing applications for Development Permits and subdivision approval; and
 - investigating allegations of violations.
- Management of a records system for the various applications, appeals, and violations processed.
- Provides consultative advice to prospective developers and the professionals serving them to assist them in complying with the various provisions of the Bylaws under the Development Officer's jurisdiction and to assist them in complying with the various bureaucratic and legal procedures to obtain Development Permits and subdivision approval.
- It is the responsibility of the Development Officer:
 - to advise the Director of Planning and Development Department of any discrepancies or contradictions in the applicable bylaws and agreements in conducting their interpretive responsibilities.
 - to research the topic in support of any advocated review.
 - to work with Planners in the Department to prepare amendments to the above referenced documents and in the preparation of papers in support of the advocated amendments; and
 - to jointly present with Planners proposed amendments initiated by the Development Officer before Council.
- Perform other related duties within the scope and authority of the position, as required.

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ADDITIONAL QUALIFICATIONS

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KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the Municipal Government Act and other legislation relevant to the administration of CBRM's land use bylaws and Subdivision Bylaw.
- Ability to use and adapt easily to computer programs and programming concepts.
- Ability to communicate very effectively both orally and in writing.
- Experience within a municipal government environment.
- Experience or training in municipal government law.
- Experience with graphic design (Adobe InDesign, Illustrator, Photoshop) and/or video editing.
- An understanding of the importance of GIS as an integral tool in supporting development review.