

## Position Description

Position Title:	<b>Planner</b>
Reports to:	Director of Planning and Economic Development
Status:	Regular Full-time
Department:	Planning and Economic Development
Hours of work:	8:30am to 4:30pm
Approved	April 2019
Updated:	August 2021

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## SCOPE

The Planner is responsible for the development and amendment of planning documents that will guide and regulate development activities in the Town of Yarmouth. He/she will communicate with members of the public, the Planning Advisory Committee and Council regarding recommendations and identify how land use policy may affect the overall direction of growth and development in the Town.

## REQUIRED QUALIFICATIONS AND TRAINING

### Education and Experience

- Bachelor's Degree in Planning or related field
- Experience as a Planner

### Knowledge, Skills, Abilities

- Well developed interpersonal and public relation skills together with superior presentation, problem solving, technical and written communication skills. This includes the ability to facilitate, negotiate and resolve conflict
- Ability to interpret planning and development legislation and regulations within the Municipal Government Act
- Working knowledge of Microsoft Office and Adobe Creative Suite Software
- Experience with mapping and utilizing GIS and graphic software
- Ability to perform under high pressure in a deadline-oriented environment and to manage multiple projects and tasks effectively
- Eligibility to become a member of the Canadian Institute of Planners
- Possess a valid driver's license

### **Working Environment**

- This position qualifies for banked time in lieu of overtime pay, and this position will be required to attend some evening meetings such as Council meetings and Planning Advisory Committee meetings.
- This position works in an environment with the potential for conflict, especially with members of the public.

### **ROLES AND RESPONSIBILITIES**

#### **Project Management (55%)**

- **Report Preparation** – Prepare reports for the Director, Planning Advisory Committee, Council, and other committees on a wide range of planning and development matters and conducts research pertinent to these issues; make recommendations as necessary.
- **Development Agreement Negotiations** – Negotiate the terms of development agreements with prospective developers and prepare draft development agreements for discussion and consideration by the Planning Advisory Committee and Council.
- **Planning Applications** – Manage the processing and administration of planning applications, including development agreements, and amendments to the Municipal Planning Strategy, Land Use By-law, and Subdivision By-law. This includes coordinating the public participation program, organizing public information meetings, making presentations to the Planning Advisory Committee and Council, and making presentations at public hearings.
- **Technical Requirements** – Coordinate all technical requirements and initiatives with the Department that includes ensuring all planning documents are regularly updated and kept current.
- **Special Research Projects** – Undertake and coordinate special research projects on planning and development matters/issues such a public participation policy.
- **Municipal Planning Reviews** – Coordinate Municipal Planning Reviews when they are undertaken and working with Director in completing this initiative.

#### **Client Services (25%)**

- **External Client Services** – Address public, realtor, developer and Council inquiries regarding planning and development issues and provide assistance as necessary. This position also deals with escalating issues regarding planning activities with members of the public and developers.
- **Internal Client Services** – Provides assistance to other Departments in relation to by-law and policy interpretations, various projects, policy initiatives, and matters relating to the Town of Yarmouth Official Community Plan (Municipal Planning Strategy)
- **Economic and Business Development Support** - Advises, promotes, and recommends to the Director of Planning and Economic Development procedures and policies that pertain to the Planning Section of the department. This includes promoting and supporting the

Municipality's economic development activities, principles, and practices such as providing information on potential locations for developers to build on.

#### **Other Planning and Development Activities (20%)**

- **Development Officer Back-up** – Assist the Development Officer in reviewing site plan approval applications and implementing Design Standards. Also issues development permits, site plan approvals, and processes subdivision applications in the Development Officer's absence.
- **Policy Review** – Review policies and comments on provincial consultation documents to planning related issues.
- **RFP Preparation** – Prepare Request for Proposals (RFP) pertaining to planning activities for Director approval.
- **Networking/Keeping Abreast** - Attends seminars, conferences, courses, and training sessions which relate to planning and development activities, subject to Director's and C.A.O. approval, so as to keep as up to date as possible in matters related to his/her job responsibilities.

#### **Reports and Presentations (10%)**

- **Presentations** – Make presentations to the Planning Advisory Committee, Council, and public groups as well as other committees regarding planning issues including by-law amendments.