



CAPE BRETON REGIONAL MUNICIPALITY

Planner ***Regular Full Time***

JOB SCOPE: Reporting to the Senior Planner in the Planning and Development Department, this position is responsible for a range of duties to administer the day-to-day planning functions outlined in the Municipal Government Act. This includes conducting research, preparing reports, drafting, and implementing policies and bylaws, revising adopted policies and bylaws, and administration within the Regional Municipality.

STATUS: Inside Bargaining Unit

SALARY: \$81,905 per annum

MINIMUM QUALIFICATIONS: *(Requested copies listed below must be included upon application)

- A post-secondary university degree in Planning or related field (**Must include copy**)
- A minimum of three (3) years of accomplished professional planning experience, preferably at the municipal level. Higher education may be considered in lieu of experience.
- A medical assessment including vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification.

ADDITIONAL QUALIFICATIONS:

- Emergency First Aid/AED/CPR A (**Must include copy**)

CLOSING DATE FOR APPLICATIONS: This posting shall remain open until all vacancies are filled.

Applications quoting **REFERENCE NO 22.49-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 404, Sydney, NS B1P 7B9 Fax: 902-563-5582 or 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.

"The Cape Breton Regional Municipality is committed to the principles of Employment Equity and encourages applications from the designated groups; women, visible minorities, aboriginals and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability and the public good."

CAPE BRETON REGIONAL MUNICIPALITY

POSITION DESCRIPTION: Planner

DEPARTMENT: Planning and Development

JOB SCOPE: Reporting to the Senior Planner in the Planning and Development Department, this position is responsible for a range of duties to administer the day-to-day planning functions outlined in the Municipal Government Act. This includes conducting research, preparing reports, drafting, and implementing policies and bylaws, revising adopted policies and bylaws, and administration within the Regional Municipality.

The person in the position of planner is expected to:

- make presentations before Council and its committees;
- participate in organized public consultations and interact with the general public in the office environment;
- participate on behalf of the Department in CBRM corporate initiatives;
- work closely with the Department's team of GIS Analyst/Planning Technologists in the use of GIS as a tool in support of planning initiatives;
- respond to the media on projects they are involved in;
- work closely with the Development Officers in the administration of the Subdivision Bylaw and Land Use Bylaws, and process Zoning Amendments and Development Agreements.
- Support and/or lead strategic initiatives such as Active Transportation, the Heritage Property Policy and Bylaw, the Civic Addressing Policy, the CBRM Property Management Policy, and other projects as assigned.

MAIN FUNCTIONS:

- Interpreting and administering CBRM's Land use Bylaws and Subdivision Bylaw.
- Interpreting and administering any Development Agreement entered pursuant to the Municipal Government Act and in compliance with a CBRM Municipal Planning Strategy.
- 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 their decisions when:
 - appealed to Council;
 - appealed to the Nova Scotia Utility and Review Board; or
 - before the Supreme Court of Nova Scotia.
- Conduct inspections in support of their responsibilities:
 - processing applications for development permits and subdivision approval; and
 - investigating allegations of violations.
- Perform other related duties within the scope and authority of the position, as required.

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PREFERRED QUALIFICATIONS:

- Full or provisional membership with the Canadian Institute of Planners is considered an asset.
- Knowledge of Nova Scotia's Municipal Government Act (MGA) and related legislation and provincial policies.
- 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.
- Able to work well independently, solve problems, and meet deadlines under pressure;
- Excellent written and oral communication skills;
- Strong organizational, management, and reporting skills;
- Good research and analytical skills and techniques for the collection of information and data relevant to planning;
- Proficiency in the use of a computer and Microsoft Office software.
- Excellent ability to read and interpret site plans, survey plans, and building construction plans.

ADDITIONAL QUALIFICATIONS:

- Emergency First Aid/AED/CPR A