



CBRM

A Community of Communities

Cape Breton Regional Municipality

Director of Planning & Development
Regular Full Time

JOB SCOPE: Reporting to the Chief Administrative Officer, the Director of the Planning and Development Department (the Director) is tasked with the responsibility to work with the other service departments of the Regional Municipality to:

1. Plan the aesthetic, and orderly disposition of land, resources, facilities and services of the CBRM with a view to securing the physical, economic and social efficiency, health and well-being of the Regional Municipality; and
2. To implement measures and projects intended to fulfill these planning objectives.

STATUS: Non-union - Confidential

SALARY RANGE: \$127,779 to \$140,000

EDUCATION & EXPERIENCE (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)

- A post-secondary university Planning degree (master's degree preferred) related to land use planning.
- A minimum of five (5) years of accomplished, current professional experience, preferably at the municipal level.
- A comprehensive understanding of municipal enabling legislation of provinces (Province of Nova Scotia enabling legislation preferred).
- Full membership with the Canadian Institute of Planners.
- Must possess and maintain a valid Nova Scotia Drivers License.
- A medical assessment including physical, vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification. This will be completed at a later date. **This will take place at a later date.**

CLOSING DATE FOR APPLICATIONS: 4:00 p.m., Friday, February 23rd, 2024

Applications quoting **Reference #24.07-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 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.)



Cape Breton Regional Municipality

JOB DESCRIPTION

Position Title:	Director of Planning & Development	Classification:	Management
Department:	Planning Department	Location:	Civic Centre
Bargaining Unit:	Confidential – Non-Union	Salary Range:	\$127,779 to \$140,000

JOB SCOPE:

Reporting to the Chief Administrative Officer, the Director of the Planning and Development Department (the Director) is tasked with the responsibility to work with the other service departments of the Regional Municipality to:

1. Plan the aesthetic, and orderly disposition of land, resources, facilities and services of the CBRM with a view to securing the physical, economic and social efficiency, health and well-being of the Regional Municipality; and
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MAIN RESPONSIBILITIES:

The Director is the primary advocate of the Regional Municipality and is responsible for:

- All planning related matters pursuant to the Municipal Government Act of Nova Scotia;
- Advocacy for the role of the Planning Department within the administration of the Cape Breton Regional Municipality;
- Projects and initiatives the Department should undertake to support the CBRM administration provide the range of services it is entrusted to deliver.

The Director’s range of responsibilities includes:

- Planning the use and development of land in the Regional Municipality as enabled by the pertinent Parts of the Municipal Government Act of Nova Scotia and the preparation and management of policy documents and Bylaws to meet those planning objectives;
- Within the jurisdiction of the Regional Municipality, administering and enforcing the Province of Nova Scotia’s Building Code Act and the dangerous and unsightly premises provisions of the Province of Nova Scotia’s Municipal Government Act;
- Administration of policy and bylaw documents adopted pursuant to the Province of Nova Scotia’s Heritage Property Act;

- Administration of the CBRM Civic Addressing Policy and Bylaw along with maintaining the civic address database within the jurisdiction of the Regional Municipality pursuant to the Province of Nova Scotia's emergency response management initiative;
- Administering and enforcing a select list of bylaws focused on regulating parking in downtown Sydney, the local taxi and vending industry and the Dog Bylaw either directly as a staff function or by contracting out that responsibility;
- Administering Community Economic Development initiatives, focused on growing community capacity, volunteerism, and engagement;
- Developing, maintaining and analyzing CBRM's GIS databases to support both the Department's and Regional Municipality's range of responsibilities;
- Leading and facilitating a range of special initiatives identified by Council including (but not limited to) Active Transportation, Housing, and Signage/Wayfinding; and
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

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KNOWLEDGE, SKILLS & ABILITIES:

- An understanding of the importance of GIS as an integral planning tool and proficiency in its application.
- 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.