

## DIRECTOR OF PLANNING AND DEVELOPMENT FULL TIME, PERMANENT

A well-planned municipality fosters sustainable growth, enhances quality of life, and attracts development and investment, making the role of the Director of Planning pivotal in shaping the future of the community.

### About the Job:

Kentville's Director of Planning and Development is responsible for the management, administration, implementation and operation of all land use planning, development control, and business development functions for the Town, as well as playing a crucial role in overseeing zoning regulations, and urban development. The Department ensures that growth is managed effectively, balancing economic, environmental, and social concerns.

As a member of the senior management team, the Director of Planning and Development provides guidance and assistance to the CAO and Town Council. The Director is responsible for the overall management of the department including strategic and long-term planning, project management, development control, sustainability, and GIS services and managing the implementation of Council's strategic priorities related to planning and development of the Town.

At the current juncture, the Director of Planning and Development has the exciting opportunity to build the Planning and Development Department from the ground up. Kentville is poised for exponential growth over the next 5-10 years and requires a robust, efficient, and highly functioning planning department in order to achieve its development potential. The next Director of Planning will have the unique opportunity to build that team and lead the department to success.

### Core Expectations of the Role:

1. Zoning and Land Use Regulation: Oversee the development and implementation of zoning bylaws and land use policies to guide growth and development in the Town. This involves assessing proposed developments, rezoning requests, and subdivision plans to ensure they align with the municipality's long-term goals and objectives.

2. Urban Planning and Development: Lead efforts to create comprehensive plans for the municipality, outlining strategies for land use, transportation, housing, economic

development, and environmental preservation. These plans provide a blueprint for future growth and development, aiming to create vibrant, sustainable communities.

3. **Community Engagement:** The director engages with residents, community groups, and stakeholders to gather input and feedback on planning initiatives. Public participation is crucial for ensuring that planning decisions reflect the needs and desires of the community.

4. **Environmental Protection:** Work with stakeholders to protect natural resources, open space, and environmentally sensitive areas through land use planning and environmental regulations. This may involve implementing policies to mitigate the impacts of development on air and water quality, wildlife habitats, and ecosystems.

5. **Infrastructure Planning:** Collaborate with other municipal departments to plan for infrastructure improvements, including transportation networks, utilities, parks, and public facilities. Coordinating infrastructure planning with land use planning is essential for promoting efficient and sustainable development.

6. **Regulatory Compliance:** Ensure that planning activities comply with federal, provincial, and the MGA regulations governing land use, environmental protection, and historic preservation.

7. The Director will also oversee the administration of development review processes and permitting procedures.

### **Working Conditions:**

- This position spends periods of time in front of a computer monitor.
- Supportive work environment allows for working remotely and flex ability
- This position works directly with the public and community stakeholders.
- High pressure situations and adversarial public meetings are to be expected

### **About you:**

#### **Skill/Knowledge:**

- Excellent written and verbal communication skills.
- Excellent interpersonal and team building skills.
- Experience supervising and managing diverse staff and resources.
- Knowledge of municipal planning and community economic development.
- Experience in grant and report writing.

- Comprehensive knowledge of municipal government with a strong working knowledge of planning principles.
- Considerable knowledge of legislative and policy making processes.

### **General Capabilities:**

- Ability to function as solution-oriented problem solver
- Acts in the interest of the public, while maintaining alignment with organizational direction.
- Strong leadership abilities
- Ability to deal effectively and courteously with various team types including Council, staff, outside agencies and the public.
- Computer skills are required
- Adaptability / flexibility

### **Education and Training:**

- A Degree in Planning or a related discipline.
- Post-secondary degree in land use planning, preferably at the master's level.
- Eligibility to become a Licensed Professional Planner in Nova Scotia
- Minimum six (6) years senior level planning experience is required, ideally in a municipal environment.

### **About Kentville:**

Kentville is where you go for fantastic festivals, regional sports events, mountain biking, nature-based experiences, delicious food, and welcoming community spaces. When you walk through town you will come to know your neighbours but also business owners and town staff. You will be drawn to our beautiful Miners Marsh Park, our award-winning library, and dozens of unique shops and restaurants. This town really is a Breath of Fresh Air.

Kentville strives to deliver high quality services, programs and support to residents and property owners. Recreation, support for business, and responsible sustainable financial management are top priorities at the Town of Kentville to make this community one of the best in the province and in Canada. We aim to deliver on our brand promise to be “A Breath of Fresh Air” for all our municipal services, and also in the working environment of town hall.

If you are looking for a collaborative team setting, working closely with others to achieve collective goals and objectives while having a little fun, this is the place for you! Town staff are key to the success of our organization and share a commitment to provide our residents and taxpayers with respectful and responsive service. Whether we are replacing a bridge on a trail, liaising with a developer for a housing project, hosting a national mountain bike competition or sending out property tax bills, our staff have a standard of care that promotes respect, inclusion, diversity, and accessibility.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Town of Kentville has an Employment Equity Policy and we welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your application form, covering letter or resume. Contingent on meeting the minimum education or equivalent experience\*, your application will be a high priority during the screening process.

*\*Minimum education or equivalent experience: The Town of Kentville understands that work experience and education can both be significant and meaningful forms of career advancement.*

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**To see the full job description, please visit [www.kentville.ca](http://www.kentville.ca)**

We thank you for your application and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to Susan Carey [scarey@kentville.ca](mailto:scarey@kentville.ca) or mail to Town of Kentville CAO, 354 Main Street Kentville, Nova Scotia B4N 1K6.

**This competition will close on April 5, 2024.**



## **Job Description Director of Planning**

<b>Position Title:</b>	Director of Planning & Development
<b>Reports to:</b>	Chief Administrative Officer
<b>Subordinate Staff:</b>	Planner, Planning Technician, Development Officer, Community & Economic Development Officer
<b>Salary Range:</b>	\$110,349 to \$134,129
<b>Classification:</b>	Permanent full-time

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### **Position Summary:**

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7. The Director will also oversee the administration of development review processes and permitting procedures.

### **In addition to the core responsibilities of the job, the Director:**

- Directs the day-to-day operations of the Planning Department, and guides and oversees the work undertaken by other departmental staff;
- Provides advice on planning and development matters to staff, Council and committees;
- Coordinates the preparation of reports, agendas, and support material for committees of Council;
- Drafts planning documents, recommends plan amendments as necessary, and prepares and presents reports on planning-related issues;

- Attends Public Engagement Sessions, Council Meetings, and various committee meetings as required;
- Contributes to the overall strategic leadership of the Town including input into the advancement of strategic priorities;
- Responds to inquiries from the public regarding planning documents, Planning Department publications, staff reports and other matters related to planning in Kentville;
- Undertakes research and stays current on planning and development issues, provincial and federal government legislation and other planning-related matters;
- Recommends new and revised policies and programs relative to the planning and development activities of the Town in order to meet the changing needs of the public and effectively fulfil Council's goals and objectives.
- Monitors and reviews municipal policies and procedures related to planning, and makes recommendations on their administration, development, and amendment;
- Compiles and analyzes data on demographic, economic, legal, political, cultural, sociological, physical and other factors affecting land use
- Confers with municipal, provincial and federal authorities, civic leaders, land developers, the public and special interest groups to formulate and develop land use or community plans
- Prepares and recommends land development concepts and plans for zoning, subdivisions, transportation, public utilities, community facilities, parks, agricultural and other land uses
- Prepares plans for environmental protection such as protection of watersheds
- Reviews and evaluates proposals for land use and development plans and prepare recommendations
- Keeps fully informed of developments in legislation, best planning and administrative practices, educational opportunities, and funding opportunities that may apply to the operation of the Department and Town;
- Prepares and oversees the operating and capital budgets for the Planning Department and is responsible for purchasing and procurement within the department;
- Provides supervision and mentorship to departmental staff and evaluates their performance;
- Processes and maintains necessary employee records including payroll;
- Coordinates shared services delivery for Planning and Development with other municipal units including building inspections;
- Other duties as may be required in the fulfillment of the job.

**Skill/Knowledge:**

- Excellent written and verbal communication skills.
- Excellent interpersonal and team building skills.
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