

## PLANNER POSITION – FULL TIME

Department of Community Development  
Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance of Halifax Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg a UNESCO World Heritage Site.

### Summary

The Planner will support and participate in projects of studies in one or more areas of expertise such as Development Review, Community Planning and Regional Planning.

### Responsibilities:

- Co-ordinate with Senior Planner/Heritage Officer and Director of Community Development with administration and implementation of the Town's Comprehensive Community Plan
- Assists with the management and administration of the Town's Municipal Planning Strategy, Land Use By-Law and Subdivision By-Law
- Manage and administrate assigned planning projects
- As Development Officer assist the Town's Planning Technician/Development Officer with evaluation and processes associated with development applications
- Evaluates/assists in evaluation of variances, site plans, development agreements, municipal planning strategy/land use by-law/subdivision by-law amendments, Heritage Conservation District Plan and By-law and by-law amendments/applications and other related planning and heritage applications
- Assists with evaluations of Street Encroachment application pursuant to Street Encroachment By-Law, Vending applications pursuant to Vending By-Law, undertaking amendments in accordance with Municipal Government Act
- Conducts Site Visits
- Assist the Planning Technician /Development Officer in the defense related to development permits appeals and subdivision applications appeals to the Nova Scotia Utility and Review Board as well as variance appeals to Council
- Supports, prepare and present detailed reports and recommendations on planning proposals to Boards, Council, Planning Advisory Committee
- Advises the public, lawyers, real estate agents on zoning as well as subdivision regulations

- Advises and makes recommendations on community development policies and procedures, related to land use planning and development programs as well as any strategic corporate initiatives
- Researches, analyzes, and compiles information and statistical data and trends and supports the development of policy options on planning and heritage issues
- Supports and assists the Regional Accessibility Co-ordinator and the Regional Accessibility Committee with particular attention to the implementation of the Town's Accessibility Plan

### **What You Possess:**

#### Education and Experience:

- University degree in Planning from an accredited planning program, Master's level a strong asset
- Membership in Canadian Institute of Planner including the regional/provincial affiliate or become a member within three (3) years of date of employment
- Be Licensed as a Licensed Professional Planner as per the Nova Scotia Professional Planners Act or become a licensed member within three (3) years of date of employment
- Experience working in a municipal government environment and general knowledge of the development industry are considered assets
- Experience in land use regulation, subdivision approval processes, planning approvals and policy development are considered assets
- Membership in the Nova Scotia Municipal Development Officers Association or willing to become a member within three years of date of employment

#### Technical /Job Specific Knowledge and Abilities:

- Knowledge of the principles and practices of planning including cross-functional knowledge in involving other disciplines, e.g., heritage, engineering, recreational design principles, universal design, and smart growth principles
- Knowledge of the Municipal Government Act, the Town's Comprehensive Community Plan, Municipal Planning Strategy, Land Use By-Law, Subdivision By-Law and other relevant legislation and municipal by-laws related to construction approvals, engineering specifications and planning applications
- Knowledge of standard office software and technology including Microsoft Office Suite, Internet applications, GIS and other similar systems and technology related to community development
- Knowledge of principles and practices of research and data collection and ability to apply such knowledge in practical situations
- Superior written and verbal communication and presentation skills along with strong interpersonal and facilitation skills are required

#### Competencies:

- Analytical Thinking, Communication, Conflict Management, Customer Service, Organizational Awareness, Teamwork and Cooperation

**Work Conditions:**

- This is an **In Office**, Permanent Full-time position
- Office environment

**We Offer:**

A competitive Salary commensurate with experience. The Town of Lunenburg offers a comprehensive Benefits package.

Closing Date: February 03, 2023

Please send cover letter and resume in confidence to:

Email: [hr@townoflunenburg.ca](mailto:hr@townoflunenburg.ca)

With PLANNER in the subject line

We thank all candidates for your interest – only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

*The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.*

Check Us Out!

[www.townoflunenburg.ca](http://www.townoflunenburg.ca)