Job Description

Planner

POSITION SYNOPSIS AND PURPOSE
(A position overview and how it aligns with corporate strategies)

The Planner plays a key role in providing professional land-use planning advice and services to support orderly, healthy and sustainable development, and the municipality's long-term community goals. The position reviews development proposals, prepares planning policies and reports, supports public engagement, and assists with the administration of municipal planning documents.

The Planner assists with the preparation of the Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw, prepares development agreements and amendments thereto, acts as an alternate Development Officer, keeps informed of proposed or new legislative changes and provides reports concerning possible impacts, liaises with other government departments related to planning matters, and attends Council meetings when required.

MAJOR RESPONSIBILITIES
(Position activities and allocation of time spent doing each activity)

Description	Approximate Time Spent (%)
Development Review and Planning Administration • Assist the Director of Land Use in the effective and efficient operations of the Land Use Department • Review applications for Municipal Planning Strategy (MPS) amendments, Land Use Bylaw (LUB) amendments and Subdivision Bylaw amendments, development agreements and site plan approvals • Prepare planning analyses, staff reports, draft planning documents and recommendations for management, committees, and Council • Work with applicants to clarify submission requirements, resolve planning issues, and develop appropriate legal document agreement provisions	40%

Description	Approximate Time Spent (%)
• Assess proposals against applicable legislation, MPS, LUB and Subdivision Bylaws, Statements of Provincial Interest, and other relevant policies • Maintain accurate application records, mapping, correspondence and process tracking, monitor applicable notice requirements, deadlines and conditions	
Policy Development and Community Planning • Research demographic, housing, economic, environmental and land-use trends, use geographic information systems (GIS) and other data to evaluate options • Support coordination with neighbouring municipalities and provincial agencies on shared planning interests • Prepare, review and update MPS, LUB and Subdivision Bylaws, and related community planning policies • Keep fully informed of proposed and actual changes in legislation that will impact the Land Use Department, and in conjunction with the Director of Land Use, prepare reports for CAO, Council, and legislative authorities to ensure their understanding of the impacts to Region of Queens Municipality • Work with developers, contractors, residents, businesses, and other government departments and agencies on a regular basis concerning current and future developments, legislative rules and requirements, property zoning and amendment processes, and legislative parameters	15%
Development Officer Duties • Planner is designated as an alternate Development Officer pursuant to the Municipal Government Act (MGA) • Interpret and administer the Land Use Bylaw (LUB) • Interpret and administer the Subdivision Bylaw • Review development permits and subdivision applications • Issue or refuse development permits and/or subdivision plans • Process variance applications • Process site plan approval applications • Files approved and endorsed plans at the Land Registration Office	15%

Description	Approximate Time Spent (%)
Public Engagement and Advisory Services • Plan and organize all public information sessions, public hearings, and public engagement opportunities as they relate to planning and development matters • Explain planning policies, application processes and development requirements in clear, accessible language • Provide information to residents and businesses about municipal land use regulations • Build constructive working relationships with residents, property owners, applicants, community organizations and government agencies • Recognize that as a public servant, utmost respect must be used at all times when dealing with other staff, members of the public, and Council	15%
Professional and Administrative Responsibilities • Seek out and participate in regular training and research to ensure Region of Queens Municipality has up-to-date knowledge and skills in dealing with municipal planning matters • Prepare records and provide planning evidence for appeals or other proceedings, as assigned and within professional competence • Present reports and planning recommendations at committee and Council meetings and support public hearing processes • Support Planning Advisory Committee, and Heritage Advisory Committee in their respective needs for research, policy development, MPS / LUB individual and comprehensive reviews, rezoning requests and other reports to ensure robust timely information is available to the Committees to make appropriate decisions monthly • Support productive discussion where land use interests differ • Other duties and responsibilities as required	15%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

Education (degree/diploma/certifications):

- Degree in planning or closely related field (Masters Degree considered an asset)
- Licensed Professional Planner (LPP) designation in Nova Scotia
- Membership in, or eligible for membership in, Canadian Institute of Planners
- Class 5 Driver's License

Experience:

- Minimum three years' experience working in municipal planning environment
- Working knowledge of Geographic Information System - ArcGIS
- Training and experience in MapInfo and GPS Pathfinder Office software would be considered an asset
- Experience facilitating public engagement

Knowledge/Skill/Ability:

- Highly motivated
- Excellent communication, organization and interpersonal skills
- Demonstrated advanced proficiency in the use of technology

WORK CONDITIONS

Work Demands

This position spends approximately:

- [85]% of the time indoors
- [10]% of the time outdoors
- [5]% of the time driving a vehicle during work

Physical effort:

- Sitting for long periods of time
- Long periods of continuous computer usage
- Occasional offsite site visits to mostly built environment locations
- Occasional travel within the Municipality

Mental effort:
- Complex problem solving
- Multitasking and managing competing priorities

Hours of work
- Monday – Friday, 8:30am – 4:30pm with the ability to work some evenings and weekends depending on business needs.

Work Location:

☐ On-site (100% of work performed on-site)
☒ Hybrid (Combination of on-site and remote work)
☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE



Independent Decision Making:
- Frequent independent decision making

Financials and Budget:
- Provides input

Confidential Information:
- Access to confidential information as it relates to property ownership data and development proposals

Creativity and Ingenuity:
- Moderate degree required for interpreting and making suggestions respecting development proposals

<u>Leadership, Supervision and Functional Advice</u>

Employees this role manages or supervises:
- Not applicable

Functional advice this role may provide and to whom it is provided:
- Provides information and expertise to residents, developers, contractors, other municipal departments, and Council regarding current and proposed new land use regulations

POSITION CLASSIFICATION
(Where this position fits)

Position Title: Planner	**Division**:
Department: Land Use	**Classification**:
Positions Supervised Directly: N/A	**Reports to (Direct)**: Director of Land Use
Salary Grade: 5	**Positions Supervised Indirectly**: N/A
Hours per week: Monday – Friday, 8:30am – 4:30pm with ability to work evenings and weekends depending on business needs.	**Work Location**: Administrative Office with some time spent in the community
Effective Date: November 5, 2026	**Revision Date**:

Organizational Chart

The reporting relationship of this position to others within the immediate department.

