

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>PLANNER</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>FULL-TIME</b>
	Salary Classification: <b>RANGE 4</b>	Approval Date: <b>April 2026</b>

### **General Job Responsibility**

The Planner shall be responsible for assisting the Manager of Planning with reviewing and updating the Municipality Municipal Planning Strategy and Land Use Bylaw, including facilitating meetings of Area Advisory Committees, accepts and processes development permit applications, reviews assigned subdivision applications, receives and follows-up on public questions and concerns, conducts research and completes reports, acts as the staff resource person for Heritage Advisory Committee, reviews zoning conformation letter requests, carries out field inspections with Land Use Bylaw compliance, assists with Planning Area Advisory Committee meetings, prepares information brochures, infographics, and other educational products, assists with emergency measures planning and response, and responds to all communications.

### **Accountability**

This position reports directly to the Manager of Planning.

### **Specific Job Responsibilities**

1. Assists the Manager of Planning with the facilitation, preparation, updating, reviewing and writing of the Municipality's Municipal Planning Strategy and Land Use Bylaw. Planning and hosting of public education and engagement sessions, organizing and hosting public meetings, informing council of outcomes, and assists with preparing the final documents for submission to Minister of Municipal Affairs and Housing.
2. Accepts and processes development permit applications from members of the public ensuring all required documentation is submitted prior to review, to allow applicants to carry out projects in conformance with established land use bylaws, ensuring minimum setbacks are adhered to, signage meets the land use bylaw standards, and the development is located within an approved zone for that use, thereafter issuing or denying a permit.
3. Assists the Manager of Planning with facilitating all Planning Advisory Committee meetings, arranging for minutes to be taken, providing research and reports to Committee, and following up on any questions or issues that arise.
4. Assists the Manager of Planning with the review of assigned subdivision applications ensuring the required application is submitted in full along with completed survey plans and required fees, followed by a comprehensive review for compliance with minimum lot sizes, on-site or central sewer services, ensuring sufficient lot frontages on a roadway, an approved Nova Scotia Department of Public Works breaking ground permit for

developments on provincial roadways is included, any required Nova Scotia Environment and Climate Change approvals for environmental considerations like setbacks from waterways and wetlands are attached, and designation of any requirement parkland dedication required by the Municipality is shown.

5. Reviews complaints received from residents concerning unapproved or non-compliant developments, completing a review of the complaint versus current rules, visiting the property in question to make an assessment, and where it is determined that the complaint is valid, consulting with Manager of Planning prior to sending a letter to the proposed non-compliant property owner seeking compliance within an established timeframe.
6. When situations require the research and carrying out of detailed studies around planning areas, initiate and undertake plans, studies and other relevant research reports under the direction of Manager of Planning to gather data and information to help support future recommendations or approvals, which may include traffic studies, infrastructure reports, neighbourhood impact studies, provincial Department of Public Works reviews and the like.
7. Acts as the staff resource person for all Heritage Advisory Committee meetings, planning meeting times and agendas, preparing reports and recommendations with opportunities, risks and timelines, facilitating committee training and ongoing education, and moving forward to Council all applications for positive designations that are complete and meet at least the minimum requirements of the Municipality's Heritage Bylaw and Provincial *Heritage Act*.
8. Reviews all public requests for zoning confirmation certificates, assessing for compliance, and issues the certificates thereafter if in compliance and all required fees are remitted.
9. Regularly enters the field and carries out visible inspections for applications and developments to record locations, dimensions, physical improvements, reviews for compliance with current MPS and LUB rules, speaking with property owner when possible and appropriate, and completes written documentation for file.
10. Assists Manager of Planning with organizing work of Area Advisory Committees, including meeting planning, work on developing special planning rules within these geographic areas, developing specialized policies to meet these unique community's expectations, and bringing forward recommendations to Council for approval consideration.
11. Responds to telephone calls, emails, letters, faxes, and other communications from the public in a timely manner requesting information about planning documents and rules, permits and applications, approval processes and timelines, and basic information regarding the purpose and need for community planning and heritage preservation.

12. Prepares information brochures, infographics, and other educational products and tools, paper based and on-line to inform, educate, and create awareness of planning and development permit requirements, the value and purpose of planning and heritage designation, along with application forms, funding programs, and where to learn more details and information.
13. Supports Annapolis County's Regional Emergency Measures Organization (REMO) with plans, maps, and input into future climate change mitigation opportunities and strategies, receives feedback on where future development should not take place, and works with the REMO Planning Committee as an alternate member when requested.
14. Understands and appreciates the value of public consultation and education and thrives in meeting new people and discussing how planning and heritage preservation can support positive community growth and development, while minimizing negative impacts on rural communities and neighbourhoods, leading to their own personal growth and development in line with the competing municipal and community priorities of development versus protections.
15. Prepares reports and presentations for the Manager of Planning and Planning Advisory Committee on various topics and issues during the year as requested.
16. Other duties and responsibilities as may be assigned from time to time by the Manager of Planning.

### **Qualifications and Expectations**

Candidates for this position must possess as a minimum, an undergraduate degree in planning, urban or rural planning, geography, or a similar educational program, from a recognized post secondary institution and be a member of the Canadian Institute of Planners, or be able to achieve this status within three years of starting this position.

Ideally, the candidate must have a minimum of two (2) years experience working in a municipal or provincial planning setting where the focus has been on interpreting planning rules and regulations and provincial legislation, or heritage preservation and designations, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have:

- Exceptional reading and report writing skills
- Ability to facilitate and present public presentations and information sessions to all members of the public
- Strong ability to discuss complex matters in simple terms tactfully and respectfully

- Fluency with Microsoft Office
- Comfortability working in a fast-paced work environment, often under public pressure.

This position will occasionally require work outside of normal office hours including evenings.