



POSITION TITLE:	Community Planner I
REVISION DATE:	June 2023
REPORTS TO:	Manager of Planning
DIRECT REPORTS:	n/a
POSITION SUMMARY:	The primary responsibility of this position is to process development applications and undertake research projects, as well as prepare policies, reports and background documentation in relation to planning issues and development applications.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Project Management (65%)

- 1.1. **Report Preparation** - Prepare reports for the Director, Supervisor, Planning Advisory Committee, Council and other committees on a wide range of planning and development matters and conduct research pertinent to these issues; makes recommendations as necessary.
- 1.2. **Development Agreement Negotiations** - Prepare MPS (Municipal Planning Strategy), LUB (Land Use By-Law) and SUB (Subdivision By-law) amendments ranging from minor revisions to significant shifts in Land Use Policy.
- 1.3. **Planning Applications** - Manage the processing and administration of planning applications, including development agreements, and amendments to the Municipal Planning Strategy, Land Use By-law. This includes coordinating the public participation program, organizing public information meetings, making presentations to the Planning Advisory Committee and Council, and making presentations at public hearings.
- 1.4. **Special Research Projects** - Undertake and coordinate special research projects on planning and development matters/issues such as wind energy development.
- 1.5. **Municipal Planning Reviews** - Undertake work on Municipal Planning Reviews when these are underway.
- 1.6. **Other Projects** - Coordinate and complete non-planning related projects as required, such as the Socio-Economic Study, Integrated Community Sustainability Plan, and the Municipal Climate Change Plan.

2. Client Services (15%)

- 2.1. *External Client Services* - Address public, realtor, developer and Council inquiries regarding planning and development issues and provide assistance as necessary.
- 2.2. *Internal Client Services* - Provide assistance to other Departments in relation to by-law or policy interpretations, various projects, policy initiatives, and matters relating to the East Hants Official Community Plan.

3. Reports and Presentations (15%)

- 3.1. *Presentations* - Make presentations to the Planning Advisory Committee, Council, public groups as well as other committees regarding planning issues including by-law amendments.

4. Other Planning and Development Activities (5%)

- 4.1. *Policy Review* - Review policies and comment on provincial consultation documents pertaining to planning related issues.
- 4.2. *RFP Preparation* - Prepare Request for Proposals (RFP) pertaining to planning activities for Director approval.
- 4.3. *Networking/Information Gathering* - Co-ordinates the input required from other local, provincial and federal departments or agencies relative to development matters and approval processes.
- 4.4. *Networking/Keeping Abreast* - Attend seminars, conferences, courses and training sessions which relate to planning and development activities, subject to the Director's and C.A.O. approval, so as to keep as up to date as possible in matters related to job responsibilities.
- 4.5. *Other Related Duties* - Perform other related duties as requested by the Supervisor, Director and C.A.O.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Bachelor's Degree in Planning or related field
- A minimum of two (2) years relevant experience, preferably in Municipal Government
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Possess strong interpersonal, technical, and public relation skills, as well as advanced written and oral communication skills
- Ability to interpret planning and development legislation and regulations within the Municipal Government Act is necessary.
- Experience with mapping and utilizing GIS and graphics package is preferred
- Must be able to work in a high pressure, deadline orientated environment and to manage multiple projects and tasks effectively
- A thorough knowledge of Microsoft Office is required
- Eligibility to become a member of the Canadian Institute of Planners
- Possess a valid driver's license

Working Environment

- This position qualifies for overtime pay and the workload of this position may at times require some overtime
- This position uses a computer approximately 80% of the time.
- Some evening meetings required
- Some field work required, including, site visits, site inspections, and posting signs

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>