

**Town of Antigonish**  
**Position Description**  
**Municipal Planner / Development Officer**

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**Position Title:** Planner / Development Officer

**Reports to:** Director of Planning & Building Services

**Classification:** 3 Month Contract, Full-Time

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## Position Summary

Under the supervision of the Director of Planning & Building Services, this position will carry out all typical duties expected of a Municipal Planner and Development Officer including:

- Administer the Town of Antigonish Municipal Planning Strategy; Land Use Bylaw and Subdivision Bylaw.
- Conduct studies, write reports and make recommendation to the Planning Advisory Committee and Town Council on land use planning and related matters.

## Principle Duties and Responsibilities:

- Administer and enforce the Town of Antigonish Municipal Planning Strategy, Land Use Bylaw ~~and Subdivision Bylaw.~~
- Accept and process applications for amendments to the Municipal Planning Strategy, Land Use Bylaw and development agreements. Ensure that all such processes satisfy the requirements of the Municipal Government Act. Provide a written report and recommendation to the Planning Advisory Committee and Council on any such amendment application. Conduct public participation sessions for such amendments;
- Attend and makes verbal or graphic presentations at meetings of Council, Council Committees and Community Groups.
- Work directly with land owners and potential developers to promote and foster suitable new development within the Town;
- Implement public meetings to facilitate public engagement in the planning process
- Research, prepare reports and deliver recommendations on various planning matters including the adoption and amendment of planning documents in liaison with Council, municipal staff, stakeholders, provincial staff, the Planning Advisory Committee and the public;
- Conduct studies and analysis of land use and related issues within the Town and advise the Planning Advisory Committee and Council of required changes to the Town's planning documents;
- Participate in the development of any bylaw, policy or procedure for the Town as may be required.

- Assist the Director in matters related to heritage registration, processing of heritage grant applications and general promotion of heritage awareness. Advise on and assist with integration between planning documents and other town plans and strategies
- As Development Officer review applications for, and issue development permits ~~and approve plans of subdivision~~. Investigate potential infractions of, and enforce the requirements of the Land Use Bylaw.
- Answer inquiries and provide advice on planning and related matters to the general public.
- Ensure the Town Website and Facebook site are up to date with respect to Planning matters.
- Perform such other related duties as may be assigned.

The above is not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

## Required Skills & Qualifications

- Minimum of a Bachelor's Degree in a Planning related field
- Experience working in the planning field, or a combination of training and experience that demonstrates a capacity to assume the duties of Municipal Planner
- A thorough understanding of the relevant sections of the Municipal Government Act and how they relate to Municipal Planning functions.
- A solid working knowledge of MS Office products or equivalent
- Experience with GIS, Sketchup, Photoshop and AutoCAD would be considered an asset.
- Good written, graphic and oral communication skills
- Good research skills
- Effectively manage a diverse range of projects and duties with resulting high quality of work
- Good time management and priority setting abilities
- Excellent customer service and interpersonal skills
- Must have, or be eligible for full membership with the Canadian Institute of Planners