

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: MANAGER OF PLANNING
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: LEVEL 6	Approval Date: FEBRUARY 2026

General Job Responsibility

The Manager of Planning shall be responsible for providing daily support, leadership, coaching and mentoring to all Planning and Inspection, GIS and Civic Addressing staff. Key responsibilities include preparing, updating, reviewing, and writing the Municipality's Municipal Planning Strategy and Land Use Bylaw, assisting with development permits and subdivision applications, investigating resident complaints, processing applications for strategy amendments, development agreements, and site plans; conducting detailed studies for planning areas, serving as staff resource for Planning Advisory Committee and Area Advisory Committee meetings, reviewing zoning confirmation requests, subdivision regulations, and municipal servicing specifications; responding to various communications, supporting Annapolis County's Regional Emergency Measures Organization, and any other duties as may be assigned from the Director.

Accountability

This position reports directly to the Director of Planning and Inspection Services.

Specific Job Responsibilities

1. Provides daily support, leadership, coaching and mentoring to all other Planning and Inspection, GIS and Civic Addressing staff, review and advises the Director of Planning and Inspection Services on staff training and resource requirements, and ensure policies and processes are in place.
2. Facilitates the process of preparing, updating, reviewing and writing the Municipality's Municipal Planning Strategy and Land Use Bylaw, including overseeing contractors, planning and hosting of public education and engagement sessions, culminating with completing the legislative requirements of public hearings, public media notification of proposed new documents being considered for adoption, informing council of planning document purpose and expected outcomes at the public hearing(s), and preparing the final documents for submission to Minister of Municipal Affairs and Housing.
3. Oversees the application form and process for members of the public to submit applications for development permits to allow them to carry out projects in conformance with established land use bylaws and standards, and the development is located within an approved zone for that use, thereafter, issuing or denying a permit.
4. Administers the process and review of all subdivision applications ensuring the required application is submitted along with completed surveys plans and required fees,

followed by a comprehensive review for compliance with minimum lot requirements, on-site or central sewer services, an approved Nova Scotia Department of Public Works property access and breaking ground permit for developments on provincial roadways, any required Nova Scotia Environment and Climate Change approvals for environmental considerations like setbacks from waterways and wetlands, and designation of any requirement parkland dedication required by the Municipality.

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, sending a letter to the proposed non-compliant property owner seeking compliance within an established timeframe, and if needed engaging with legal counsel to initiate court action.
6. Processes applications for municipal planning strategy amendments, development agreements, site plans, and amendments thereto, reviewing applications for completeness, preparing reporting for Planning Advisory Committee, advertising of public information sessions or public hearings, and presenting reports to Council for such, approving such documents should they be endorsed by Council or meet Municipal policy and land use bylaw standards.
7. When situations require the research and carrying out of detailed studies around planning areas, initiate and undertake plans, studies and other relevant research reports 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.
8. Acts as the staff resource person for all Planning 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 developments that are complete and meet with at least minimum Municipal Planning Strategy and Land use Bylaw requirements.
9. 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.
10. No less than every five years, undertakes a full review of the Municipality's subdivision regulations and municipal servicing specifications, and in conjunction with Director of Municipal Operations, brings forward recommendations for changes to ensure the long-term sustainability of future private sector developments and their impact on municipal infrastructure.

11. Review all municipal planning strategies and land use bylaws within no less than five years after the date of adoption and recommend to Council if a full review is required to address concerns or issues, with a full review being required no less than ten years after the date of adoption as required by the Nova Scotia Minimum Planning Requirements.
12. Facilitates the organization and 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 brings forward recommendations to Council for approval consideration.
13. Responds to all 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.
14. 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 active member when requested.
15. Understands and appreciates the value of public consultation and education and thrives in meeting new people and discussing how planning 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.
16. Prepares reports and presentations for the Director of Planning and Inspection Services and Council on various topics and issues during the year as requested.
17. Other duties and responsibilities as may be assigned from time to time by the Director of Planning and Inspection Services.

Qualifications and Expectations

Candidates for this position must possess at a minimum, an undergraduate or master's degree in planning, or a similar educational program from a recognized post-secondary institution. Being a member of the Canadian Institute of Planners would be considered an asset.

Ideally, the candidate must have a minimum of five (5) years' experience working in a municipal or provincial planning setting where the focus has been on interpreting planning rules and regulations and provincial legislation, 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
- Have ability to facilitate and present public presentations
- Be adept dealing with difficult people and be able to discuss complex matters in simple terms tactfully and respectfully
- Be fluent with the Microsoft Office Suite
- Have 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 and weekends.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.