

SENIOR PLANNER/HERITAGE OFFICER – POSITION POSTING

Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous, seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality lifestyle and is within a short driving distance to Halifax and Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community, environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg, a UNESCO World Heritage Site.

In promoting economic growth Lunenburg Town Council is ensuring the community is diverse and competitive with the necessary resources to respond to a local economy that is global in focus. A vital aspect to enhancing a community's quality of life results from generating additional business opportunities, creating a diverse and sustainable economic base, providing increased employment opportunities and the support of appropriate growth strategies. Lunenburg Town Council and Staff are focused on facilitating the advancement of over two hundred well established local businesses. The town is ready to meet existing and new community development opportunities. Lunenburg has a fully developed Comprehensive Community Plan (CCP) that will guide its planning and development priorities for the next five years.

In this role of Senior Planner/Heritage Officer, you will support and participate in projects of studies in one or more areas of expertise such as Development Review, Community Planning, Heritage Planning and Regional Planning.

Your Role:

- Manage and administer the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and act as the lead staff support for the Planning Advisory Committee.
- Assist the Director of Community Development in the administration and implementation of the Town's Comprehensive Community Plan.
- Manage and administer the Town's Heritage Property By-law and the Town's Heritage Conservation District Plan and By-law and act as lead support for the Heritage Advisory Committee.
- Manage and administer the Old Town Lunenburg World Heritage Site complete with periodic reporting to the World Heritage Committee through Parks Canada.
- Manage and administer the Town's Heritage Recognition Program, the Heritage Financial Incentives Program and Prominent Lunenburgers Program.

- Manage and administer special heritage projects, including the Lunenburg Academy, with assistance of the Lunenburg Academy Foundation, as well as the Town Hall Restoration Project.
- Assist the Town's Development Officer in the evaluation and processes associated with development applications for compliance with land use by-law, subdivision by-law, development agreement requirements and civic addressing.
- Evaluates or assists in evaluation of variances, site plans, development agreements, municipal planning strategy/land use by-law/subdivision by-law amendments, heritage conservation plan and by-law amendments and applications, as well as other planning and heritage related applications.
- Manages and administer the Street Encroachment By-law and the Vending By-law including undertaking amendments in accordance with the Municipal Government Act.
- Conducts investigations regarding zoning and heritage by-law infractions, prepares reports to Municipal Council and the Solicitor regarding zoning and heritage by-law violations, infractions and appears in Court.
- Acts as witness in legal proceedings as and when necessary, including Nova Scotia Utility and Review Board Hearings.
- Defend municipal development officer decisions to the Nova Scotia Utility and Review Board relating to heritage applications, subdivision applications and municipal development permits.
- Support, prepare and present detailed reports and recommendations on planning and heritage proposals to Boards, Committees and Council.
- Participate, assist, or organize public meetings including booking hall rentals, advertising, and notifications.
- Attend all Council, Planning Advisory Committee and Heritage Advisory Committee meetings when involving land use, planning, heritage, or regulatory matters.
- Support and facilitate public meetings on assigned application or planning or heritage related project matters.
- Conduct field evaluations and assessments.
- Advise the public, lawyers, real estate agents on provisions of zoning and heritage regulations as well as subdivision regulations.
- Support and facilitate customer – focused strategic planning, education and consultation processes required.
- Acts as liaison between citizens, government agencies, developers and elected officials on planning and heritage matters as may be assigned.
- Advises and makes recommendations on community development policies and procedures related to land use planning, heritage planning and development programs as well as any strategic corporate initiatives.
- Represent the Community Development Department or Town as a team member, or independently, on assigned planning and heritage related matters.
- Provides professional planning and heritage assistance to communities and community groups on various projects.

- Handle public inquiries relating to municipal land use, planning, heritage and development control /Development permits and subdivision approval.
- Research, analyze and compile information and statistical data and trends on a variety of planning and heritage matters as directed.
- Support the development of policy options, analysis and report on planning and heritage issues. Participates as a team member for multidisciplinary projects in varied areas of expertise (Development Review, Community Planning, Regional Planning, Urban Design, Heritage & Cultural Planning, Infrastructure Planning, Transportation Planning, Environmental Planning, Comprehensive Community Planning and Research & Forecasting).
- Support and assist the Regional Accessibility Coordinator and Regional Accessibility Committee with particular attention to the implementation of the Town's Accessibility Plan.
- Review existing planning, heritage, and accessibility documents on continual basis for future amendments or review items.
- Perform professional work and provide technical assistance and information to staff and public regarding the administration of planning, development, heritage and accessibility programs and services.
- In the absence of the Director of Community Development, fill-in and support the Community Development Department as /when required under the direction of the Chief Administrative Officer.

Qualifications:

Education and Experience:

- University degree in Planning. Master's level - an asset
- Membership in Canadian Institute of Planner, including regional /provincial affiliate or become member within three years of date of employment.
- Licensed as a Professional Planner as per Nova Scotia Professional Planners Act or become member within three years of date of employment.
- Membership in Nova Scotia Development Officers Association - an asset
- Experience in land use regulation, subdivision approval process, planning approvals, policy development and heritage planning – an asset
- Experience and training as a heritage specialist, architect, or designer – an asset

Technical / Job specific

- Knowledge of Principles and Practices of Planning including cross-functional knowledge involving other disciplines: heritage, engineering, recreational design principles, universal design, and smart growth principles.
- Knowledge of: Municipal Government Act, Municipal Planning Strategy and Land Use By-law, Heritage Property Act & regulations, Heritage Conservation District Plan and By-law, Heritage Property By-law, Sub-division By-law and regulations, the Town's Comprehensive Community Plan, other relevant legislation, and municipal by-law's related to construction approvals, engineering specifications and planning applications.

- Knowledge of standard office software and technology, Microsoft Office Suite, GIS, Internet applications and other similar systems /technology related to community development.
- Superior written, verbal communication and presentation skills coupled with strong interpersonal and facilitation skills.
- On site work location – Lunenburg Town Hall.
- A valid Class V Province of Nova Scotia driver’s License with clean Driver’s Abstract.

We Offer:

A competitive salary commensurate with experience. The Town of Lunenburg offers a comprehensive benefits package including defined contribution Pension Plan.

Closing Date: Friday, September 23, 2022, 4:00PM AST

Please send your Cover Letter and Resume in confidence to:

Email: hr@townoflunenburg.ca

With SENIOR PLANNER/HERITAGE OFFICER in the subject line.

We Thank all candidates for your interest, only those selected for an interview will be contacted.

All candidates must be legally eligible to work in Canada

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.

