

Planner

1-Year Term

Town of Kentville is seeking a Planner to join our fast-paced and growing municipal team. This position will play a key role in the development of a new Municipal Planning Strategy (MPS), Land Use By-law (LUB) and Subdivision By-law. The Planner will be responsible for research, public engagement and education, meeting preparation and minute-taking, report writing, and community and business consultation.

Working collaboratively across Departments, the Planner will help ensure that infrastructure, recreation and open space, agriculture, business and industrial uses, and a full range of housing types and densities are appropriately considered throughout the Plan Review process.

We welcome applicants who possess a degree in planning, geography, public policy, environmental planning, or a related field, or an equivalent combination of education and lived experience. A minimum of two (2) years experience working in a municipal or provincial planning environment—including internships—is required. Strong knowledge of the Municipal Government Act and municipal planning frameworks, along with comfort drafting planning documents, is essential. The successful candidate must possess strong written, verbal, and technical communication skills, as well as be a self-starter able to work in a fast-paced environment while providing optimal service to the public.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. We welcome applications from Indigenous, African Nova Scotian and other racially visible people, persons with disabilities, and members of the 2SLGBTQIA+ community. Applicants who identify as members of an equity group are encouraged to self-identify in their cover letter or résumé. Contingent on meeting the minimum education or equivalent experience, your application will be a high priority during the screening process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please send your application to planning@kentville.ca or mail to Town of Kentville, Attn: Planning and Development, 354 Main Street, Kentville, NS, B4N 1K6, Re: Planner, 1-Year Term.

Role Details:

<u>Department Group:</u>	Planning and Development
<u>Work Status</u>	One Year Term
<u>Management/Union:</u>	Non-Union
<u>Work Location:</u>	Kentville Town Hall, 354 Main Street, Kentville
<u>Reports to:</u>	Director of Planning and Development
<u>Posting Date:</u>	April 17, 2025
<u>Closing Date:</u>	May 8, 2026
<u>Anticipated Start Date:</u>	June 1, 2026
<u>Salary Range:</u>	\$57,912-\$70,398
<u>Term Duration:</u>	1 year
<u>Hours of Work:</u>	Monday-Friday, 8:30am-4:30pm, occasional evenings and weekends, as required.
<u>Vacation:</u>	15 days

Application Requirements:

Applicants must provide the following documents in support of their application:

1. Cover Letter
2. Resumé
3. Three (3) references

Please include the job title in the subject line of your email and merge your cover letter and resume into a single PDF document.

Where To Apply:

1. Please submit your application to **planning@kentville.ca** or mail to:

Town of Kentville
Attn: Planning and Development
354 Main Street,
Kentville, NS B4N 1K6
Re: *Planner, 1-Year Term*

2. Applications can also be placed in the drop box at the back of Town Hall.



Planner
1-YEAR TERM NON-UNION SALARY CLASSIFICATION: 8
Approved: February 1, 2026

General Position Functions

Planner shall be a one-year term position that is responsible for the research, promotion, public education, meeting preparation and minute taking, report writing, and community and business consultation, leading to the development of a new draft Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) for Town of Kentville. The Planner shall work collaboratively with various Kentville staff in the development of the MPS / LUB to ensure infrastructure, recreation and open space, agriculture, business and industrial uses, as well as various types of housing uses and densities are considered.

This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Planning.

Specific Job Responsibilities

1. Reporting to the Director of Planning, the Planner will assist with research, policy drafting, development application review, and preparation of reports and materials for Planning Advisory Committee and Council.
2. Assist Director of Planning with the review, analysis, and re-writing of Kentville's 2016 Municipal Planning Strategy, Land Use By-law, and related planning documents to meet public, business, and planning standards of 2026 and beyond.
3. Conduct background research on municipal planning documents across Nova Scotia including policy scans, looking for great practices, innovative and clear language policies and bylaws, and ways to incentivize development with as-of-right developments.
4. Lead the drafting and refinement of proposed new planning policies and bylaws, land-use standards, and clear, simple implementation measures with reduced bureaucracy.
5. Lead the Town of Kentville's public engagement activities, meetings, and communications related to the Town's 10-year review of its Municipal Planning Strategy and Land Use Bylaw, including preparing public and business communications, establishing website and social media presences, holding open houses, on-line and in person surveys, and community workshops and focus groups to support data collection and feedback on the future growth and development of Kentville.

6. Upon completion of each research or data gathering project, prepare "What We Heard" reports for posting online to recognize the importance of sharing feedback received, considering aligning some of the feedback received into new draft MPS / LUB documents, and prepare future communications and planning strategies based on this input.
7. Respond to all public inquiries related to public consultations, meetings, feedback, and draft reports regarding Kentville's proposed new 10-year planning requirements, policies and bylaws, including timelines, processes, and proposed further planning frameworks and standards.
8. Prepare internal comments, responses, and reports related to public feedback and draft staff recommendations for presentation to Director of Planning for review and comment, prior to finalizing for public circulation.
9. Prepare staff reports, presentations, proposals, and background materials for Planning Advisory Committee related to Kentville's proposed new 10-year MPS / LUB, focusing on public feedback received, strategies being proposed to reduce red tape and incentivize development, as well as recommendations for new approaches to community development and planning controls.
10. Maintain planning project files, schedules, and supporting documentation in clear and easy to find and follow files both on-line and in paper, to allow for easy sharing of public feedback, research carried out, opportunities for new simplified planning control standards, and opportunities for more internal and external collaboration.
11. Meets with and works collaboratively with other internal Town of Kentville departments to ensure consistency of policies and standards across department functions where overlap exists, considers impact of proposed new MPS / LUB on other department operations, and supports the data and research needs of other department Directors.
12. Organizes and meets with various key community partners that have significant involvement with land use planning in Kentville, including private developers, large land tract holders, businesses and community groups, and those with a keen interest in future land use policies and development within the boundaries of Kentville.
13. Advertises and promotes community engagement and public consultation processes, preparing and circulating newspaper, radio, website, and social media ads, and other pertinent communication methods recognizing the audience the Town wants feedback from, booking facilities and audio-visual equipment along with setup and tear down, and arranging to payment of any rental fees.
14. Assists with preparing and disseminating relevant and timely communications with the public concerning planning and development matters in the Town newsletter, newspaper, radio, website, social media platforms, in buildings, directly to specific contractors, developers, or homeowners to support an informed community.

15. Provides coordination efforts for the proposed new Kentville MPS / LUB including the advertisement, planning, agenda and meeting material preparation, attending planning meetings, and preparing minutes of such meeting for circulation shortly after the meetings conclusion.
16. Other duties and responsibilities as may be assigned from time to time by the Director of Planning.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a degree in planning, geography, public policy, environmental planning, or similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of two (2) years experience working in a municipal or provincial planning environment including internships, have strong knowledge of the *Municipal Government Act* and municipal planning frameworks, and be comfortable writing planning documents, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have familiarity with municipal planning strategies and land use bylaws, have strong writing and analytical skills, experience with preparing policy summaries, and have an interest in housing policy, growth management, and community planning. This position will occasionally require work outside of normal office hours including evenings and weekends.