

The Town of Yarmouth is a historic coastal community and regional centre with a long maritime tradition and growing residential base. In recent years, the Town has experienced an increase in housing activity, new development partnerships, and important upgrades to municipal infrastructure. Yarmouth is at the cusp of implementing a new Municipal Planning Strategy and Land Use Bylaw with the goal of modernizing how planning decisions are made and how development is facilitated.

The Town is seeking a professional and community-focused **Planner / Development Officer** to support this ongoing work. This position reports to the Director of Planning & Development and plays an important role in administering planning policies, reviewing development proposals, and contributing to long-term planning initiatives that help guide Yarmouth's future.

### **What You'll do**

- Provide clear and timely information to residents, developers, and community partners regarding planning review and approval processes and regulatory requirements.
- Review and process policy amendments, rezonings, development permits, subdivisions, variances, site plan approvals, development agreements, and heritage-related applications.
- Prepare and present recommendations to the Planning Advisory Committee, Council and other committees as required (typically held during evening hours).
- Work collaboratively with other municipal departments, including Engineering, Public Works, and Communications
- Interpret and administer applicable planning legislation.
- Conduct site inspections and assist with compliance matters.
- Support planning research, policy updates, and implementing new planning tools and procedures.
- Contribute to Town initiatives, including housing programs and long-range planning efforts.

### **Qualifications**

- Degree in Planning, Community Design, or a related field.
- Municipal experience is preferred; however, a suitable combination of education and work experience may be considered.
- Minimum 2 years of progressive planning experience; municipal experience is considered an asset.

### **What You'll Bring**

- Strong written and verbal communication skills.
- Ability to manage multiple files, research and work independently.
- Sound judgment, problem-solving skills, and attention to detail.
- Knowledge of applicable planning legislation and contemporary planning practices.
- Familiarity with policy interpretation and implementation of bylaws.
- Sound knowledge of site planning and land development processes.
- Strong interpersonal skills, tact, and professionalism.
- Experience with facilitation and public engagement.

### **Applicants must be eligible for membership with:**

- Canadian Institute of Planners
- Licensed Professional Planners of Nova Scotia
- Municipal Development Officers Association of Nova Scotia

### **Why Join Us?**

Working with the Town of Yarmouth provides an opportunity to contribute meaningfully to a community that is actively planning for its future. The successful candidate can expect:

- **Shape a town in transition** - Contribute directly to implementing a new MPS/LUB, emerging housing initiatives, and infrastructure investments.
- **Work on a diverse portfolio** - From heritage conservation and downtown regeneration to greenfield subdivision design, infill housing, policy modernization, and development review.
- **See your work materialize quickly** - Our size allows planners to move projects from concept to approval efficiently.
- **Grow professionally** - Professional growth through hands-on experience in a small municipal environment where work has visible impact.
- **Live and work in a welcoming coastal community** – Enjoy the slower pace of our historic town, known for our arts, sports, culture, and easy access to nature.

### **Compensation/Benefits**

- Permanent Full-time (35 hours per week)
- Optional compressed work week (as per Town policy)
- Competitive employer cost-shared health benefits
- Defined benefit pension plan - Nova Scotia Public Service Superannuation Pension Plan
- Employer cost share Fitness Facility membership
- Salary Range: \$69,762 – \$93,452

To apply, please submit your cover letter and resume in a single PDF document to [jobs@townofyarmouth.ca](mailto:jobs@townofyarmouth.ca). This competition will remain open until filled.

The Town of Yarmouth is an equal opportunity employer committed to creating an inclusive and accessible workplace. We welcome applications from Indigenous People, African Nova Scotians and other racially visible people, persons with disabilities, members of the LGBTQ+ community, and women in occupations or positions where they are under-represented.

The Town of Yarmouth has an Accommodation Policy. During the recruitment process, applicants have the right and are encouraged to request an accommodation should they need.

We thank all candidates for their interest however, only those selected for an interview will be contacted.