

Director, Planning Department

Permanent Full-time

Date of posting: November 9, 2020

Located in northeastern New Brunswick, the Chaleur region has approximately 36,000 inhabitants spread across 6 municipalities and 15 Local Service Districts. The region borders the magnificent Bay of Chaleur, which is part of the prestigious Club of the most beautiful bays in the world. Here, nature is an integral part of the life of its inhabitants. The Chaleur region is a true paradise for lovers of the great outdoors! There is a wide range of activities in our region: beaches, golf courses, boat trips, hunting and fishing, quad or bike trails, hiking trails including the historic Nepisiguit Mi'gmaq Trail which links Bathurst to Mount Carleton, highest peak in the Maritime provinces and much more. In winter, the Chaleur region covers itself with its white coat to the delight of snowmobilers, cross-country skiers, snowshoers or fat bikers. The junior hockey club, the Acadie-Bathurst Titan, 2018 Memorial Cup champions, calls Bathurst home since 1998.

Reporting to the Executive director, the Planning Director leads and manages the Planning Department and oversee the work of 5 employees. The director maintains overall responsibility for the quality and timely delivery of planning services for the 5 municipalities and 15 Local Service Districts receiving their services from the regional service commission, such as subdivision approval, development permit, variance requests, property standards, building permits and inspections services.

The Planning Director provides professional expertise, guidance and recommendations to the municipalities and to the province on all land-use planning issues and projects. For this, he plays an active role in the preparation and drafting of various planning documents arising from the Community Planning Act of New Brunswick such as municipal and rural plans (including their ongoing review and amendments), bylaws, policies and reports. The director represents the Planning Department on a variety of committees. He also liaises and consult with various provincial departments and agencies for various planning applications.

Abilities:

- Strong leadership and management skills to provide direction, coaching and training to the staff.
- Ability to develop and implement plans, bylaws, strategies, policies, and procedures in a variety of areas.
- Excellent communication and presentation skills with the ability to present and address the board of directors, municipal councils, committees, and the public in general.
- Ability to work under pressure on a variety of concurrent projects.
- Ability to prepare professional reports and to maintain effective working relationship with the planning staff, with the elected and appointed officials of the municipal and provincial governments, with developers and with members of the public.

Qualifications include:

- A bachelor's degree in urban or regional planning, or other degree that is accredited by the Canadian Institute of Planners.
- Membership or eligibility for membership with the New Brunswick Planners Association and the Canadian Institute of Planners.

- A minimum of 5 years of related experience as a land-use planner, two of which include a supervisory and management role.
- Sound knowledge of the processes, guiding principles and practices related to local and regional planning, urban and rural development, land development, climate change adaptation measures, project management, research methodologies and public engagement.
- Excellent verbal and written communication skills in both official languages for public speaking, presentations, report writing and drafting various planning documents.

Compensation: \$75,291 to \$92,021 per annum. The Regional Service Commission offers a generous benefit package, including health and life insurance benefits, pension plan and vacations.

Work schedule: 35 hours weekly from 8:30 AM to 4:30 PM. This position implies hours of work after office hours for attendance at meetings of the service commission, municipal councils, planning advisory committee, public meetings, special projects, etc. Overtime work is compensated by an equivalent time off in lieu.

Interested candidates must submit a resume and cover letter as follows:

By regular mail, by courier or in person:

Jocelyne Hachey,
Executive director,
Chaleur Regional Service Commission,
702 Principale Street, Suite 2,
Petit-Rocher, NB, E8J 1V1.

By email:

Jocelyne.hachey@chaleurrsc.ca

Applications must be received by 3:00 PM on Friday, December 4, 2020, quoting Competition Planning Director.

All applicants are thanked for their interest. However, only those considered for an interview will be contacted.