



Job Posting – Closes January 30, 2024

Job Title	Junior Planner
Reports to:	Manager, Plan Review and Permitting Services
Salary:	\$66,623 to \$77,236
Type:	Full Time Permanent

Who we are

Otonabee Conservation is a community-centred environmental agency dedicated to protecting, restoring, and managing the natural resources of the Otonabee Region watershed. In collaboration with our eight member municipalities, we strive to create a healthy, diverse, and sustainable watershed that:

- Enhances the quality of life for residents
- Makes our area more appealing to visitors and new business
- Supports a thriving regional economy

Our team consists of dedicated professionals, including scientists, engineers, researchers, educators, planners, and environmental stewards, all passionate about preserving and enriching our natural environment while ensuring responsible, sustainable and safe development.

Who you are

You want to be a part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieving a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact on your community and the planet.

Why would you want to join our team

Otonabee Conservation encourages work-life balance and offers tailored work hours, opportunity

to work from home up to two days a week and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve. Our administrative office is in the north end of Peterborough, the gateway to the beautiful Kawartha Lakes.

We offer staff development plans and open doors to help advance your career. Otonabee Conservation employees benefit from being a part of the Ontario Municipal Employees Retirement System (OMERS).

Working at Otonabee Conservation offers the opportunity to contribute to the conservation, protection, and enhancement of a healthy natural environment within the Otonabee Region watershed.

Otonabee Conservation celebrates a highly positive and collaborative working relationship with its member municipalities, community groups, and residents and delivers programs and services that support environmental sustainability. Employees are part of a dedicated team that manages conservation lands, provides outdoor recreational opportunities, assists in planning healthy and safe communities, and fosters community stewardship. The organization fosters a respectful, welcoming, and inclusive environment.

Joining Otonabee Conservation means being part of a mission-driven organization committed to making a positive impact on the local environment and community.

Overview of the Opportunity

The Junior Planner, a key point of contact with the public, is responsible for communicating Provincial and Conservation Authority policies and coordinating responses stating the Authority's position on municipal planning matters as it relates to our core mandated responsibilities under the *Conservation Authorities Act*.

Primary Responsibilities (This is not an exhaustive list)

1. Review and provide a statement of the Authority's position and policies on all *Planning Act* applications, and other developments in accordance with provincial policies or plans, Authority policies, and other relevant legislation and technical guidelines. Coordinate internal technical review of development applications, resolve conflicts, and provide written response based on technical recommendations and planning considerations, while meeting municipal deadlines.
2. Attend meetings within and outside of the Authority on assigned files. Facilitate conflict resolution on files and consult and involve Manager as necessary. Provide recommendations on an appropriate course of action to the Manager when such decisions do not reflect

Authority requirements and/or policy. Brief Manager prior to releasing letters on major or complex projects.

3. Assist, where required, to implement the Authority's responsibilities pursuant to S. 28 of the Conservation Authorities Act by briefing regulations staff, processing Section 28 development applications where applicable, and providing advice to staff with respect to legal or general inquiries in accordance with Authority policy.
4. Educate the public and respond to requests (e.g., solicitors, real estate agents, consultants, landowners, and the public) regarding development requirements associated with our policies and suggest alternatives/options which may be available.
5. Liaise with member municipalities, provincial ministries, the federal government and other agencies as required regarding the Authority's municipal plan review functions and regulation requirements.
6. Represent Authority interests at hearings, tribunals, boards and meetings where required to ensure Authority interests are appropriately identified and addressed.
7. Attend municipal pre-consultation meetings, council meetings and open houses as required. Prepare educational presentations regarding the Authority's role in development to be delivered at member municipality and other stakeholder meetings as required.
8. Assist in maintaining the Authorities Information Management System database (CACMS) for administration of related plan review and permitting services programs.
10. Remain current in relevant government environmental and resource management policy and legislation.

Skill

- Degree in environmental planning, natural resource management, geography or a related discipline, or equivalent education and experience.
- Eligible for membership with MCIP and/ or be a Registered Professional Planner (RRIP).
- Minimum 3 years of relevant progressive experience.
- Current knowledge of the *Planning Act*, Provincial policy statements and plans, the *Conservation Authorities Act* and pursuant regulations, and other relevant legislation and policies.
- Knowledge of current water and environmental management principles and technologies and municipal planning policy and procedures.
- Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, use of air photos and interpretation in the field. Must be able to

read and comprehend technical reports such as Environmental Impact Statements, Stormwater Management Reports, Subwatershed Plans, Geotechnical and Hydrogeological studies, Biological Inventories and reports and relate them to current policies and objectives.

- Qualification before the Ontario Land Tribunal or other relevant panels or tribunals for the giving of evidence and / or expert opinion.
- Strong computer skills and experience with Microsoft 365 including Sharepoint, Teams, Word and Excel, along with knowledge of Geographical Information Systems (GIS) applications and use of a Global Positioning System (GPS).
- Valid Ontario Class G driver's license and clean driving record

Please see the [job description](#) for full position details.

Please contact Don Allin, Manager, Plan Review & Permitting Services at dallin@otonabeeconservation.com with any questions regarding this opportunity.

This posting will remain open until a suitable candidate is found. Candidates are encouraged to express their interest as applications will be reviewed on an ongoing basis.