



Job Posting – Closes September 11, 2025

Job Title	Planner
Reports to:	Manager, Plan Review & Permitting Services
Salary:	\$66,623 to \$77,236 (under review)
Type:	Full Time Permanent

Join Our Team: Planner Opportunity at Otonabee Conservation

Who We Are

Otonabee Conservation is a community-focused environmental agency committed to protecting, restoring, and managing the natural resources of the Otonabee Region watershed. In partnership with our eight member municipalities, we work to build a healthy, diverse, and sustainable watershed that:

- Enhances residents' quality of life
- Attracts visitors and new businesses
- Supports a thriving regional economy

Our team includes passionate professionals—scientists, engineers, educators, planners, and environmental stewards—dedicated to preserving and enriching our natural environment while promoting responsible, sustainable, and safe development.

Who You Are

You're driven by purpose and want your work to make a meaningful impact. You thrive in collaborative environments where diverse perspectives are valued, and you enjoy solving problems, learning new things, and contributing to positive change in your community and the planet.

Why Join Otonabee Conservation

We offer a supportive, inclusive, and flexible workplace where your contributions matter.

Benefits include:

- Flexible work hours
- Remote work up to 2 days per week
- Employee Assistance Program
- Staff development plans and career advancement opportunities
- Membership in the Ontario Municipal Employees Retirement System (OMERS)
- A welcoming and respectful team culture

Our administrative office is located in the north end of Peterborough, the gateway to the beautiful Kawartha Lakes. Working with us means being part of a mission-driven organization that values environmental sustainability and community stewardship.

About the Opportunity

As a **Planner**, you will serve as a key point of contact with the public, interpreting and communicating provincial and Authority policies related to municipal planning. You will coordinate responses and ensure alignment with our core responsibilities under the ***Conservation Authorities Act***.

Primary Responsibilities

(This is not an exhaustive list)

1. Review and provide statements on *Planning Act* applications and other developments in accordance with provincial and Authority policies, legislation, and technical guidelines. Coordinate internal technical reviews and provide written responses based on planning and technical considerations.
2. Attend meetings related to assigned files, facilitate conflict resolution, and consult with the Manager as needed. Provide recommendations and brief the Manager on major or complex projects.

3. Support implementation of Section 28 responsibilities under the Conservation Authorities Act, including briefing regulations staff and advising on development applications and inquiries.
4. Educate and respond to inquiries from the public, consultants, real estate agents, and other stakeholders regarding development requirements and available options.
5. Liaise with member municipalities, provincial ministries, federal agencies, and other organizations regarding plan review and regulation requirements.
6. Represent the Authority at hearings, tribunals, boards, and meetings to ensure our interests are identified and addressed.
7. Attend municipal pre-consultation meetings, council sessions, and open houses. Prepare and deliver educational presentations on the Authority's role in development.
8. Assist in maintaining the Authority's Information Management System (CACMS) for plan review and permitting services.
9. Stay current with relevant environmental and resource management policies and legislation.

Qualifications & Skills

- Degree in environmental planning, natural resource management, geography, or a related discipline—or equivalent education and experience
- Eligible for membership with MCIP and/or Registered Professional Planner (RPP) designation
- Minimum 3 years of progressive, relevant experience
- Strong knowledge of the *Planning Act*, Provincial Policy Statement, *Conservation Authorities Act*, and related legislation
- Familiarity with water and environmental management principles, municipal planning policies, and procedures
- Ability to interpret natural features and land uses from maps, air photos, and field observations
- Proficiency in reviewing technical reports (e.g., EIS, stormwater, hydrogeological, biological inventories) and applying policy context
- Experience providing expert testimony before the Ontario Land Tribunal or similar panels

- Strong computer skills, including Microsoft 365 (SharePoint, Teams, Word, Excel), GIS applications, and GPS tools
- Valid Ontario Class G driver's license with a clean driving record

How to Apply

To apply, please email your cover letter and resume as **one file (Word or PDF)** to humanresources@otonabeeconservation.com with the subject heading that includes the name of the position and your name.

If you have questions about this opportunity, please contact:

Don Allin

Manager, Plan Review & Permitting Services

 dallin@otonabeeconservation.com

This posting will remain open until a suitable candidate is found. Applications will be reviewed on an ongoing basis, so early expressions of interest are encouraged.