



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full-time position at the United Counties of Stormont, Dundas and Glengarry:

COMMUNITY PLANNER (ENVIRONMENT)

This package contains the following documents:

1. Job Advertisement
2. The References and Applicant Authorization Form - This form is a separate link in the job posting on our website.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (one page maximum);
 - b. resume; and
 - c. the completed references and applicant authorization form.
2. E-mail your application package as one document in pdf format to jobs@sdgcounties.ca before the deadline indicated below.
3. Subject line of the e-mail must contain: **Community Planner (Environment)**

Applications will be received by e-mail until 12:00 noon on Monday, March 20, 2023.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Community Planner (Environment)

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “**Where Ontario Began**”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is currently accepting applications for the full-time position of **Community Planner (Environment)**. Reporting to the Director of Planning and Economic Development Services, the Community Planner is responsible for processing and managing planning and development-related applications submitted under the Planning Act, the preparation of development agreements and by-laws, providing interpretation and analysis of provincial, county, and local planning documents and policies, responding to requests for planning information, reviewing/commenting on site plan applications, in addition to providing general operational support to the department.

Main duties include but are not limited to:

- Develop and implement plans, policies and initiatives for the County's Natural Heritage System and provide recommendations with respect to long range policy planning initiatives.
- Provide environmental planning input and recommendations to the development review process for SDG and local municipalities to ensure conformity with relevant environmental legislation, policies and regulations.
- Provide project management and prepare recommendations, reports and presentations for environmental planning studies.
- Perform site visits of properties within the natural heritage system as required to determine the limits of natural heritage features and areas.
- Collaborate with internal departments and external agencies/stakeholders on projects such as Official Plan updates, watershed and sub watershed studies, master plans, and environmental assessments.
- Prepare comments and recommendations on development applications, taking into consideration conformity with the Official Plan, the Provincial Policy Statement and other relevant legislation.
- Respond to public inquiries regarding application status.
- Have knowledge of current analytical methods and trends in planning research and information management used in development and land use planning.
- Facilitate meetings with County staff, local municipal and agency staff, and various stakeholders including the public.
- Coordinate, monitor, and resolve issues and conflicts on county planning matters affecting county departments, outside agencies, local municipalities, the province, private industries, and the public.
- Present at public meetings and prepare evidence for Ontario Land Tribunal hearings.
- Assists in coordinating overall team workflow for development applications, including file set-up, entering, and retrieving data, and the preparation of status reports using the County's development tracking system.
- Assist in providing a streamlined effective process for commenting agencies on development applications, to improve turnaround time in assisting local municipalities.
- Participate in major planning projects such as reviews of the County Official Plan, comprehensive planning studies, population and development trend studies, and related matters.
- Prepare planning reports as directed by the Director of Planning and Economic Development Services.
- Attend public meetings/council meetings on behalf of the department.

Qualifications:

- Degree from an accredited University or equivalent in Planning or a related discipline.
- Candidate membership in the Ontario Professional Planners Institute and the Canadian Institute of Planners is required; Full Membership is preferred.
- 3 years relevant professional planning experience, including direct involvement in processing or managing land development applications.

- Advanced knowledge of environmental policy and legislation including natural heritage, water resources and natural hazards policy of the Provincial Policy Statement, the Environmental Assessment Act, the Clean Water Act, the Ontario Water Resources Act, the Conservation Authorities Act, the Planning Act, the Species at Risk Act, Ecological Land Classification System, and relevant Provincial and Federal regulations and guidelines.
- Thorough knowledge and demonstrated experience in municipal planning procedures and land development application procedures.
- Working knowledge and experience with GIS (Geographic Information Systems) is an asset.
- Experience and proficiency in utilizing virtual meeting platforms, such as Microsoft Teams or Zoom is an asset.
- Excellent written and verbal communication skills.
- Excellent organizational and analytical skills, attention to detail, and the ability to meet deadlines under pressure is required.
- Ability to maintain discretion and confidentiality of information is critical.
- Availability to work evenings and/or weekends as necessary/requested for attendance at Council/ Committee meetings, meet report preparation deadlines, attending public forums, etc.
- Valid Class 'G' Driver's Licence in good standing with a satisfactory driving record; and a reliable vehicle.
- Ability to provide a current satisfactory Criminal Record Check.

In accordance with SDG County's Vaccination Verification Policy Coronavirus (COVID-19), all hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.

2023 Salary Range: \$94,426 to \$110,465 with full benefit package and pension

Location: County Administration – 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Monday, March 20, 2023**

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