Resource Planner

Cataraqui Conservation is seeking a highly motivated individual to fill the position of Resource Planner within our Watershed Planning and Engineering team. Cataraqui Conservation works with local communities to conserve natural resources in southeastern Ontario watersheds. For more information, please visit: www.crca.ca.

Location: Kingston, Ontario
Status: Full-time
Hours: 35 hours per week
Compensation: Level 7 on 2020 compensation grid ($62,041 - $82,722)

Key Responsibilities:
The Resource Planner is responsible for coordinating and preparing responses stating Cataraqui Conservation’s position regarding environmental resources related to land use planning matters under the Planning Act, applications made under the Conservation Authorities Act (Ontario Regulation 148/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses), and proposals under other legislation as required. The Resource Planner works as part of a multidisciplinary technical team.

- Reviewing and communicating Cataraqui Conservation’s position on site-specific land use planning applications (e.g. Official Plan Amendments, Zoning By-law Amendments, plan of subdivision, consents, minor variances) in a timely manner
- Reviewing and providing input on municipal planning documents (e.g. Official Plans, Zoning By-laws)
- Reviewing applications and preparing permits pursuant to Ontario Regulation 148/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses regulation
- Assisting with the review and preparation of policy documents, position statements or reports relative to the functions noted above
- Attending multi-disciplinary and/or multi-agency meetings as well as Council meetings and/or Committee of Adjustment meetings
- Attending Local Planning Appeal Tribunal (LPAT) hearings with respect to planning applications, and Mining and Lands Tribunal hearings with respect to regulations applications
- Providing technical advice to municipal staff and members of the public

Qualifications:
- Degree in geography, environmental science, planning or a related discipline
- Provisional or full membership in a recognized planning association, or working toward gaining full membership
- Minimum of three years relevant work experience
- Knowledge and/or experience in a related discipline such as engineering, ecology or biology would be an asset
- Knowledge of natural resource management and the land use planning process
- Familiarity with geographic information systems and the interpretation of maps and aerial photographs
- Strong interpersonal, organizational, and leadership abilities
- Excellent oral, written, and communication skills, and ability to work effectively with colleagues in a team environment, as well as independently
- Proficiency with the full suite of Microsoft Office software
- Valid Ontario driver's license

How to Apply:
Interested candidates: please submit an electronic mail message with your name and “Resource Planner” in the subject line, with a cover letter and résumé attached and
addressed to Andrew Schmidt, Supervisor, Development Review, by 12:00 PM EST (noon) on Friday June 26, 2020 to: mailbox@crca.ca

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. Cataraqui Conservation is an equal opportunity employer. Interview accommodations for applicants with disabilities are available upon request.