

POSITION TITLE: Resource Planner

Windsor and Essex County is a vibrant community located in South-Western Ontario. Offering a rich urban community with world class entertainment, art and culture located minutes from an international border with the United States (Detroit, MI) and easy access to rural areas with historical sites, wineries, golf-courses, parklands and extensive trail systems for the outdoor enthusiast.

The **Resource Planner** is responsible to communicate Conservation Authority, Provincial and other development related policies by preparing and providing responses and advice on development and municipal planning matters, in support of the Team Lead, Planning Services.

To Apply:

1. Send your resume and cover letter in ONE document (either Word or PDF format only) to careers@erca.org by no later than 4:00 pm on Tuesday, October 11, 2022.
2. Note the title of the position you are applying for in the subject line of your email.

DUTIES AND RESPONSIBILITIES:

- Reviews and provides comments on all Planning Instruments and applications (Official Plans, Zoning By-Laws, Plans of Subdivisions and Condominiums, Official Plan amendments, Zoning By-law amendments, consents, minor variances, Solicitor's Enquiries, etc.) based on applicable legislation (Conservation Authorities Act, Planning Act, etc.) Provincial Policy Statement, and Authority policies.
- Reviews and provides input and comments on all matters being circulated through the Environmental Assessment Act, Aggregates Act, and other federal, provincial, and municipal planning documents either independently or in conjunction with the Team Lead, Planning Services.
- Acts as liaison between the Authority, the general public, federal, provincial and municipal staff, developers, consultants, real estate agents and special interest groups with regard to the Authority's plan review and regulatory functions.
- Reviews and provides comments on applications pursuant to the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation.
- Provides support for the development of policy initiatives and position statements for the Authority's planning program, including but not limited to integrated watershed plans, source water protection planning policy, stormwater management guidelines, and natural hazard and natural heritage planning initiatives.
- Assists with ongoing updating and refining of Authority plan review and permitting processes.
- Prepares reports and plans and performs other related duties and responsibilities consistent with the position as required.

MINIMUM QUALIFICATIONS:

- Degree in Environmental Studies, Planning, Resource Management or related field of study from an accredited University or an equivalent combination of education and experience as deemed acceptable to the Employer.
- Two years of related relevant experience in municipal planning matters and/or experience in responding to resource management issues in the private sector or public sector.
- General understanding of applicable legislation and associated processes (Conservation Authorities Act, Planning Act, Environmental assessment Act, etc.).
- Excellent communication skills with demonstrated capability to clearly promote understanding through effective verbal, written and listening skills.
- Superior conflict resolution skills and ability to resolve potentially contentious issues with applicants, customers, and other stakeholders.
- Above average analytical and critical thinking ability as well as ability to execute decisions independently.

WORKING CONDITIONS:

- Typically, Monday – Friday, 8:30am to 4:00 pm. Occasional evening hours may be required to attend scheduled municipal meetings.
- Environmental Conditions: Work is performed within a standard office environment, and regularly requires periods of visual and mental concentration of 2 to 4 hours duration, prolonged sitting (and associated physical strain), manual dexterity, accuracy, and attention to detail.
- Hazards and Risks: normal
- Schedule involves occasional changes and overtime on short notice and occasional travel to meetings.
- Requirement to attend and conduct presentations, public speaking, and conflict resolution, independent action, and judgment.

Department: Watershed Management Services

Union Affiliation: CUPE Local 3784

Job Status: Permanent

Hours of Work: Typically, 35 hours per week

Posting Added Date: September 23, 2022

Posting Closing Date: October 11, 2022

Posting Closing Time: 4:00 pm

Positions to Fill: One (1)

Progress Status: Receiving Applications



Office Location: 360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6

Wage Rate: \$29.28 - \$32.93 per hour, based on experience
(2022 Starting rate with regular, scheduled increases)

Grade: 3

Contact: Nicole Kupnicki, Human Resources Manager

- ERCA is an equal opportunity employer.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-981-4469 to make your needs known in advance.