



## **Land Use Planner**

Reference Number – 011-2018

The Sault North Planning Board has an exciting employment opportunity for a full time Land Use Planner with an anticipated start date of June 2018. The Board provides planning services for 31 unorganized townships located north of Sault Ste. Marie, Ontario. The planning area boasts world class outdoor recreational opportunities centred on Lake Superior, numerous inland lakes and unspoiled wilderness areas. The majority of development consists of cottages along Lake Superior and numerous inland lakes, resource related development and commercial uses along the Highway 17 corridor. The planner will work independently, and assume the role of Secretary-Treasurer while reporting to a Board of Directors through the Chair.

### **PRIMARY DUTIES AND ACCOUNTABILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Review development proposals for Official Plan, Zoning and Provincial Policy conformity.
- Review, process and evaluate Planning Act applications, including Official Plan amendments, zoning by-law amendments, minor variances, consents, and letters of conformity.
- Prepare detailed reports on development applications and attend Board meetings to present findings, evidence based options and recommendations for Board review and approval.
- Research, collect and consolidate information on a variety of planning projects, initiatives and best practises, as directed by the Board.
- Provide information to the public regarding development regulations.
- Conduct area site visits and attend off-site meetings and information sessions when necessary.
- Take leadership with community planning assignments, policy analysis and land use studies, including public consultation.
- Represents the Sault North Planning Board at OMB hearings and other planning events.
- Assume Secretary-Treasurer duties as defined under Section 14.2 (4) of the Planning Act.
- Perform other duties as required or assigned.

### **PREFERRED EDUCATION/EXPERIENCE**

- University degree and/or College Diploma in Urban and Regional Planning, or a related discipline with G.I.S. and land planning courses.
- An understanding of Ontario's planning legislation, processes and best practises.
- Related work experience in planning or a related field.
- Eligibility for membership with the Ontario Professional Planners Institute (OPPI).
- Experience working with ArcView GIS/mapping software, would be an asset.
- Some experience in managing financial resources and budgets
- Class "G" Driver's License (as recognized by the Province of Ontario) and use of a vehicle.

## REQUIRED SKILLS

- Excellent written communication skills to prepare summaries, develop technical reports, prepare correspondence and draft briefing material.
- Excellent verbal communication skills to define policy issues gather and exchange information and summarize issues and initiatives.
- Effective technical report writing.
- Well-developed interpersonal, facilitation and organizational skills; strong commitment to customer service.
- Effective consultation and presentation skills to lead working groups, exchange information, discuss issues, and provide research findings
- Proficient computer skills using a variety of software such as Microsoft (M/S) word processing, spreadsheet, and presentation software;
- Ability to work on several projects or issues simultaneously. The work also demands periods of concentration to assess requirements, review guiding legislation, policies and directions, and develop plans and strategies.

The position works in a team environment under the general direction of the Board Chair(s) and exercises a high level of initiative and independence in performing work related activities. Starting wage range is \$45,000 \$50,000, which is negotiable, based on experience and education. Employment start date, benefits and conditions negotiable based on experience and education.

### How to apply:

Qualified Candidates are invited to forward their resume in confidence , identifying **Planner Position** in the subject line to email address: [saultnorthpb@shaw.ca](mailto:saultnorthpb@shaw.ca).

The Sault North Planning Board is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.