

# Planning Technician

**LOCATION: Administration Building**

**DEPARTMENT: Water Department**

**REPORTING TO: Manager, Watershed and Information Services**

**DATE POSTED: October 6, 2021**

**CLOSING DATE: October 22, 2021**

**ANTICIPATED START DATE: ASAP**

## **PURPOSE OF POSITION:**

To provide technical support to water and related land management programs and projects, specifically around the Conservation Authority planning and regulations programs, with an emphasis on Natural Hazard and Natural Heritage program components.

To work as part of an interdisciplinary team to implement LTVCA's municipal land use planning and regulatory services.

Reporting to the Manager of Watershed and Information Services, the Planning Technician's primary duty is to review municipal planning applications under the Planning Act with regards to natural hazards and natural heritage, and make recommendations regarding consistency with policies. Duties also include assisting in the administration of the Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourse. This requires liaising with a variety of stakeholders, reviewing technical reports, conducting site visits, attending meetings, and maintaining the Authority's planning files.

## **QUALIFICATIONS:**

- Degree in Planning, Geography, Ecology/Biology or a related discipline.
- Working knowledge of statutes and regulatory controls affecting land use planning and development in Ontario such as the Planning Act, Conservation Authorities Act and regulations, Environmental Assessment Act, and Provincial Policy Statement is required. This should include a knowledge of natural hazards, including flooding and erosion process, and familiarity with provincial technical guidelines an asset.
- Working knowledge of ecological principles, ecological land classification systems, aquatic/terrestrial flora and fauna, wetland form and function, and natural heritage systems planning and management is an asset.
- General knowledge of stormwater management, hydrology and hydrogeology is an asset.
- Certification in Ontario Wetland Evaluation System and training in the Ecological Land Classification System for Southern Ontario would be an asset.
- Competency in mapping, GIS and databases.
- Strong negotiation, communication, and organizational skills.
- Ability to communicate effectively both verbally and in writing (English).
- Ability to work well with other staff and public, as well as be able to work alone.
- Ability to maintain good public relations with general public and member municipalities.

- Initiative and good interpersonal skills.
- Ability to work in an indoor and outdoor environment (sometimes in adverse conditions).
- Occasional travel is required for the position.
- Computer skills for operation of a desktop computer and peripherals such as office software, including Word, Excel, PowerPoint, GIS mapping, database and information management software.
- Ability to withstand high levels of public pressure and be able to prioritize tasks.
- Ability to deal with occasional receipt of verbal abuse and pressure from external clients.
- Occasional work outside of regular office hours may be necessary to attend public meetings or other job-related events.
- Potential for being trained as a Provincial Offences Officer under Section 28 and 29 of the CA Act.
- Must possess and maintain a valid Ontario "G" driver's license

### **SPECIFIC RESPONSIBILITIES:**

- Undertake municipal plan input and review activities such as:
  - a) Comment on new and amendments to existing plans and proposals submitted by municipalities and Ministries, including site plans, zoning by-law amendments, official plan amendments, plans of subdivision, minor variances, and consent applications.
  - b) Assess consistency of development plans with Provincial Policy Statement and approved Authority policies and procedures, in co-operation with LTVCA team staff who have expertise in biology, hydrogeology, environmental and water resource engineering, regulations, etc.
  - c) Co-ordinate and incorporate technical comments from other professional staff in preparation of comments to the municipality, consultants and landowners
  - d) Visit sites, conduct surveys and advise property owners, contractors and municipal staff on planning and land use matters
  - e) Attend meetings and hearings to provide input related to the Authority programs
  - f) Respond to legal and general property inquiries, through phone, email and in-person, representing the Authority in a professional manner
  - g) Communicate effective, accurate and consistent information with respect to LTVCA's policies
  - h) Prepare maps, illustrations and drawings for planning documents and inquiries
  - i) Maintain plan input and review database and filing system
  - j) Ensure accurate processing, recording and coding of fee payments for planning files
  - k) Assist in preparing and maintain plan input and review policies and guidelines;
- Provide natural hazard and natural heritage review, comment and provide recommendations on planning proposals and applications such as (class) environmental assessments, environmental impact studies, Official Plans, Zoning Bylaws, Official Plan amendments, Zoning by-law amendments, draft plans of subdivision, including input to compensation plans, master plans and Terms of Reference for environmental studies;
- Provide natural hazard review comments and recommendations on regulation applications and violations, municipal drains and other legislation, where applicable;



## Lower Thames Valley Conservation Authority Employment Posting

- Provide natural hazard and natural heritage technical review and processing of property inquiries as directed;
- Assist in the administration of the Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses;
- Maintain and disseminate (reporting/training/coaching) knowledge of scientific principles and environmental policies and legislation related to ecosystem management, landscape ecology, restoration ecology and mitigation techniques as it applies to both urban, agricultural and natural landscape;
- Develop and maintain effective partnership, particularly with municipal staff, providing technical advice and guidance;
- Assist other Authority staff with the planning and implementation of other Authority programs;
- Provide support to senior management departments and the CAO/Secretary-Treasurer;
- Perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations and all other corporate/departmental policies and procedures;
- Perform other duties as assigned.

### **COMPENSATION & HOURS:**

**Salary: \$29.34/hr**

**Hours:** 35 hours per week, Monday to Friday, 8:30 AM to 4:30 PM. The Employee may be required to work extra hours in the evenings and occasionally on weekends to meet work demands. Extra hours to be taken as time off in lieu.

**Classification:** Full time position.

Please send a resume and cover letter by October 22, 2021 noting this position to:

Lower Thames Valley Conservation Authority  
100 Thames Street  
Chatham, ON N7L 2Y8 or  
Fax: 519-352-3435 or  
Email: [Jason.Wintermute@ltvca.ca](mailto:Jason.Wintermute@ltvca.ca)

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

LTVCA is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. LTVCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.