



Senior Environmental Planner

Fort Erie is a diverse town located along the beautiful shores of Lake Erie and the banks of the Niagara River in the Niagara Region, Ontario, directly across the river from Buffalo, New York and is the site of Old Fort Erie. Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial growth in the past few years.

We're recruiting people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Senior Environmental Planner, you will support the Planning and Development Services Department in its long-range planning and policy initiatives and the review of EISs and development applications, with a specific focus on guiding the Town's environmental planning program in support of protecting and maintaining its natural heritage system.

As the successful applicant you will have a University degree in Planning, Environmental Planning, Environmental Sciences or closely related field with a minimum of four (4) years of experience in a similar role; municipal or public sector experience is an asset. You are a member in good standing with the Ontario Professional Planners Institute (OPPI). You will have applied technical knowledge of the principles and practices of planning, applicable planning legislation and regulations and applied technical knowledge in environmental policy and legislation.

Compensation includes an annual salary of \$84,879 - \$101,872, and includes a hybrid work environment, comprehensive health, benefit and pension package.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is 12:00 Noon on Thursday, April 6, 2023. [Click here to apply.](#)

The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request. We thank all applicants for their interest, only those advancing through the recruitment process will be contacted. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability.

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Department: Planning and Development Services

Division: Community Planning

Reports to: Manager, Community Planning

Position Objective

Intermediate Planning position that will support the Planning and Development Services Department in its long-range planning and policy initiatives and the review of EISs and development applications, with a specific focus on guiding the Town's environmental planning program in support of protecting and maintaining its natural heritage system.

Duties & Responsibilities

1. Contribute to the preparation and implementation of a wide range of land use policy planning initiatives, studies and special projects that protect the long-range interests of and advance the strategic objectives of the Town.
2. Oversee environmental planning input and recommendations to the development review process and applications, to ensure conformity with relevant Town, Regional and Provincial environmental legislation, policies and regulations. Lead the Department's review of Environmental Impact Studies, as related to development applications and the Brownfield CIP program.
3. Develop, contribute to and implement plans, policies and initiatives for the Town's natural heritage system and provide recommendations with respect to long range policy planning initiatives.
4. Provide project management and prepare recommendations, reports and presentations for environmental planning studies.
5. Perform site visits of properties within the natural heritage system as required to determine the limits of natural heritage features and areas.
6. Undertake the ongoing review of legislative changes including provincial acts, provincial policy and regional policy, and assess impacts.
7. Provide advice and expertise by representing the Town's natural heritage interests on interdepartmental project teams, committees, in meetings and to Council.
8. Review Tree Preservation Plans, update the Town's tree cutting by-law as necessary. Assist the Town Arborist regarding trees in parks and street boulevards.
9. 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.
10. Take a lead role in the Town's Duty to Consult, the review of archaeological studies and submissions, and the preparation of archaeological studies undertaken by the Town.
11. Provide relevant guidance and expertise relative to the development and ongoing maintenance of the Town's parks and open spaces.

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12. Manage the development of education and awareness programs, implementation guidelines, and technical manuals with respect to environmental policy and development processes.
13. Provide support to the administration of the Brownfield Community Improvement Plan incentive program.
14. Provide evidence before the Ontario Land Tribunal and other tribunals, as required.
15. Coordinate, attend and present at Council meetings, public open houses and public meetings, as required. Consult with community stakeholders and lead public consultation processes, as required. Ensure proper legislated and non-legislated circulation and publication of notice requirements.

Education & Experience

- University degree in Planning, Environmental Planning, Environmental Sciences or closely related field.
- Membership in good standing with Ontario Professional Planners Institute.
- Minimum four years work experience in a similar role.
- Municipal or public sector experience an asset.

Knowledge

- Applied, technical knowledge of the principles and practices of planning, applicable planning legislation and regulations, provincial and regional guidelines and policies, and local by-laws, such as the Planning Act.
- Applied, technical 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.
- Applied, technical knowledge of MS Office, ArcMap GIS/ESRI, AutoCAD, Adobe Suite, SketchUp Pro
- Technical knowledge of public notification/consultation process
- Knowledge of local government
- Knowledge of routine office procedures, practices and equipment
- Knowledge of customer service
- Knowledge of project management
- Knowledge of principles and practices of research and data collection

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Skills & Ability

- Understand, interpret and remain apprised of changing legislative and regulatory requirements
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders including the ability to communicate clearly and effectively both orally and in writing
- Excellent problem-solving skills consistent with industry best practices and the application of legislation, policies and regulations
- Concern for quality, accuracy and high standards
- Self-monitoring and motivated, shows initiative
- Sound decision-making skills
- Research and analytical skills
- Organizational skills
- Accept direction and complete tasks as assigned with limited supervision
- Ability to work independently and in a team setting
- Customer focus
- Must possess a valid ‘G’ driver license with a good driving record

Supervision

N/A

Work Demands

- Ingenuity or creativity applied on a routine basis
- Moderate direct supervision
- Requires considerable concentration and focus, sometimes of long duration
- Regular contacts across departments and outside the organization; conducts meetings in person with public and stakeholders; some contact with politicians
- Manage multiple and simultaneous time demands and deadlines
- Target completion dates range from one day to one year
- Occasional work with confidential information
- Evening and weekend meetings/events as necessary
- Site visits and meetings, as required
- Typical office environment

Position History

This is a new position created in February 2022, in response to the downloading of Regional responsibilities through Bill 23.

Chief Administrative Officer

Date