

# JOB PROFILE

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*Planning Services– Planning & Building, Engineering and Environment*

## **Environmental Planner - Development**

The successful candidate will be responsible for the review of development applications from an environmental perspective and other environmental planning implementation initiatives with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

**Hours of Work:** 35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday. Occasional evening work may be required to attend meetings.

### **DUTIES:**

- Work collaboratively with the Environmental Planner – Policy to provide integrated environmental planning services to support Planning and Corporate functions and priorities.
- Responsible for the review and preparation of recommendations for all development applications (including official plan and zoning by-law amendments, plans of subdivision, infill projects, and site plans) and associated technical supporting studies (including, but not limited to, Environmental Impact Studies, Environmental Implementation Reports, stormwater management reports and Tree Preservation/Conservation Plans) to ensure conformity with relevant environmental legislation, policies and regulations.
- Coordinate and act as staff liaison to the City's Environmental Advisory Committee (EAC) and River Systems Advisory Committee (RSAC), including preparation of reports, recommendations, agendas and ensure appropriate administrative support is provided to the committees.
- Responsible for the creation, updating and/or improvement of the City's environmental development review requirements and processes including the City's EnviroGuide, tree protection procedures, guidelines/terms of reference for environmental impact studies and environmental implementation reports, standard conditions and site plan review process improvements.
- Initiate and lead implementation of City policies and programs for environmental monitoring and management (e.g. proposed Urban Forest Management Plan, and the Natural Heritage Strategy (OPA 42)).
- Provide environmental advice and recommendations from a technical and implementation perspective with respect to long range policy planning initiatives and collaborate with internal departments and external agencies/stakeholders on projects with environmental implementation components, such as watershed and subwatershed studies, servicing and stormwater masterplans, and environmental assessments.
- Responsible for administration of the City's Tree By-law through review and issuance of permits for tree removals on private properties within the City limits.
- Provide evidence before the OMB and other tribunals, as required.
- Facilitate public consultation, liaison and community outreach.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

- Considerable experience and knowledge of ecological processes, biological assessment, ecological restoration and the development planning process; normally acquired through a 4 year degree in

Environmental Planning, Environmental Science and/or related field with 5 years experience related to the duties listed above. Candidates with an equivalent combination of education and experience may be considered.

- Must possess a valid Class “G” licence, with a good driving record.
- Membership or eligible for membership in the Ontario Professional Planner’s Institute;
- Experience in the review and implementation of environmental policy and legislation including, but not limited to, 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, Brownfield legislation and policy, the Planning Act, the Species at Risk Act, the Ecological Land Classification System, and relevant Provincial and Federal regulations and guidelines.
- Ability to set priorities and meet deadlines under pressure with minimal supervision.
- Demonstrated ability to provide solution oriented customer service using good judgment, creativity, strategic thinking and effective communication.
- Excellent project management, dispute resolution, negotiation and facilitation skills.
- Effective problem solving skills for conducting research, evaluating and developing policy.
- Excellent written, verbal and presentation skills.
- Proficient in Windows based computer programs (Microsoft word, Excel, and Power Point). GIS would be an asset

**\*THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOBS” PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR\***