

The District Municipality of Muskoka is currently recruiting for a Environmental Planning Policy and Program Coordinator

The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Environmental Planning Policy and Program Coordinator is responsible for working collaboratively with other District departments, Area Municipalities, consultants and various stakeholder groups, the Planning Policy and Programming Coordinator is expected to perform the assigned planning and environmental functions and services under minimum of supervision either individually or in a team process and will be primarily responsible for delivering project-based outcomes.

What you will do:

- Undertake planning, environmental, or corporate projects, primarily those related to the Muskoka Official Plan, which may be carried out with partners such as Area Municipalities, the Province, consultants, non-government organizations or community groups.
- Independently develop and implement project work plans, including the procurement and management of consultants, with input and direction from Management and in accordance with District policies and procedures
- Build consensus, foster collaboration, and work with all project partners to achieve successful project delivery and outcomes, including leveraging internal and external relationships.
- Research, compile, and present information, which will provide expertise, advice and support to Council, Committee and others on project plans and priorities.

What you will need:

- Degree in Urban and Regional Planning, Environmental Studies, Geography or a related field, an emphasis on rural planning or environmental/resource management would be an asset.
- Four (4) to five (5) years' related experience in progressively responsible roles, preferably from within the municipal or non-profit sector and with project-based work.
- A solid understanding and technical expertise of legislation, policy, and implementation instruments.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a **Permanent Full-time** opportunity at the District. The hourly compensation range for this role is **\$42.45 to \$45.79** based on a 35-hour work week. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the “How to Apply” instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 21, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



JOB DESCRIPTION

Environmental Planning Policy and Program Coordinator

Department:	Community and Planning Services	Reports to:	Manager, Watershed Programs
Effective Date:	January 2024	Supersedes:	October 2020
Classification:	CUPE Inside, Class 9	Job Evaluation Date:	October 2020 (pre-evaluation)

POSITION SUMMARY:

Working collaboratively with other District departments, Area Municipalities, consultants and various stakeholder groups, the Planning Policy and Programming Coordinator is expected to perform the assigned planning and environmental functions and services under minimum of supervision either individually or in a team process and will be primarily responsible for delivering project-based outcomes.

DUTIES & RESPONSIBILITIES (not limited to):

- Undertake planning, environmental, or corporate projects, primarily those related to the Muskoka Official Plan, which may be carried out with partners such as Area Municipalities, the Province, consultants, non-government organizations or community groups.
- Independently develop and implement project work plans, including the procurement and management of consultants, with input and direction from Management and in accordance with District policies and procedures
- Build consensus, foster collaboration, and work with all project partners to achieve successful project delivery and outcomes, including leveraging internal and external relationships.
- Research, compile, and present information, which will provide expertise, advice and support to Council, Committee and others on project plans and priorities.
- Assist in securing and administering funding for related programs and activities.
- Participate in and support ongoing programs intended to address environmental interests (e.g., Lake System Health Policies, the District’s Water Strategy and its recreational water quality monitoring program, Sustainable Development Standards, natural heritage policies, etc.) through development of new and revised environmental planning policies through its Muskoka Official Plan.
- Implement project outcomes and recommendations, including policy analysis and update, changes to processes, and pilot initiatives.
- Support day-to-day activities within the Environment/Watershed Division and Planning Division including assisting with development review and approvals, responding to Federal and Provincial initiatives, and participating in corporate initiatives (i.e., reporting on the District’s Strategic Action Plans).
- Throughout the project lifecycle, ensure appropriate internal and external communication to promote understanding and buy-in for the project purpose and outcomes.
- Provide advice to Committees, Councils, Senior Management, other groups, or the public with respect to planning or environmental legislation, policy or implementation instruments.
- Participate in inter-municipal or corporate teams or work groups, as assigned, and represent the District in a variety of settings.
- Provide evidence before quasi-judicial or judicial tribunals if needed.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

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MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Degree in Urban and Regional Planning, Environmental Studies, Geography or a related field, an emphasis on rural planning or environmental/resource management would be an asset.
- Four (4) to five (5) years' related experience in progressively responsible roles, preferably from within the municipal or non-profit sector and with project-based work.
- A solid understanding and technical expertise of legislation, policy, and implementation instruments.
- Ability to speak publicly and articulately as well as make recommendations on complex and sensitive issues in an impartial and authoritative manner while balancing multiple competing interests.
- Strong project management, organizational, analytical, interpersonal, teambuilding and collaboration skills.
- Sound personal judgement, discretion, and credibility.
- Proven ability to take initiative and make independent evaluations or recommendations and in achieving performance objectives.
- Ingenuity and creativity with an orientation to solutions-based approaches.
- Proven experience with MS Office tools (Word, Excel, PowerPoint, Outlook, etc.) and other related programs
- Ability to work outside of regular business hours to facilitate community or working group meetings, as needed.
- Ability to travel throughout the Muskoka Region for work related matters.

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