



Ontario Aboriginal Housing Services

Position: Urban Planner

Closing: Posting will remain open until filled

Term: Full-time (35 hours/week) 1-year contract

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 140 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at www.OntarioAboriginalHousing.ca

We are currently seeking an **Urban Planner** based out of any of our offices located in **Sault Ste. Marie, Dryden, London, Hamilton or Peterborough, Ontario**. Reporting to the Director of Housing Development; the successful applicant will be working closely with the Director of Housing Development, Programs Delivery Manager, Property Management, Titles, and Technical Services Teams.

The Urban Planner role will involve assisting senior staff and taking on lead roles including the management of current developments and associated coordination with the development team and municipal and agency staff in obtaining development approvals. The planners identify the best way to meet community needs in terms of infrastructure and handling growth. This involves overseeing all aspects of planning, including reviewing research on economic and environmental impacts. Urban Planner will work with developers and with other communities on the best way to turn proposals into reality. This also sometimes means recommending that proposals be rejected if research and analysis show that the project would not be beneficial or might be detrimental.

Duties and responsibilities will include, but not be limited to, the following:

- Supporting the OAHS mission and vision by making significant contributions to the achievement of the corporate strategic plan.
- Conducting and contributing to detailed land use planning policies and regulations research and prepare due diligence reports / technical analysis papers on developments and properties as required.
- Prepare and manage development budget tracking.
- Interaction with consultants and municipal and agency staff on a variety of developments.

- Assist with the management and processing of development approval applications; including Official Plan Amendments, Zoning Bylaw Amendments, Site Plan Applications, Minor Variances, and Consent Applications, and Plans of Subdivisions.
- Assist in the preparation and presentation of applications at Committee of Adjustment hearings and public meetings.
- Plan, schedule, conduct, and coordinate the technical aspects of projects with the development team and or municipal staff as required.
- Create, manage, and update development budgets and work plans, team schedules, and timelines to advance development.
- Preparation of development applications, coordination of sub-consultant reports for application submission to municipalities, and comment tracking.
- Assist in the day-to-day management of development files and clerical activities with other staff members as required.
- All other duties as assigned.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation of Indigenous culture and a values system that believes in holistic wellness and in assisting people to become and stay safely housed.
- Degree in Urban and Regional Planning, Geography or equivalent
- Registered Professional Planner (RPP) designation preferred, or Candidate membership in OPPI/CIP
- Chartered designation from the Chartered Institute of Housing is preferred or willingness to undertake and successfully complete these studies.
- Approximately 3-5 years of progressive experience in the Planning and Development field
- Strong understanding of the development process and legislation in Ontario including the Planning Act, provincial/municipal planning documents and policies and guidelines
- Experience working in Landowner Groups is an asset.
- Experience with the preparation of planning materials in support of applications
- Experience with Committee of Adjustment, Committee and Council public meeting presentations and ability to present at such meetings in the evenings, as required
- Ability to perform tasks independently or in a team environment
- Exceptional written and oral communications skills (samples of written work will be required)
- User functionality in Microsoft Suite Office products. Knowledge of GIS, CAD, Illustrator, SketchUp, or similar programs would be an asset
- Class G driver's license with access to a vehicle
- Knowledge of and an appreciation of Indigenous culture and a values system that believes in holistic wellness and in assisting people to become and stay safely housed.
- Excellent ability to work both independently and as a team member with a keen desire and focus on continuous performance improvement.
- Strong leadership and management skills.
- Strong problem-solving skills and the ability to use sound judgment.
- Excellent knowledge of program development as related to Indigenous Housing programs and understanding of current housing programs and agreements.
- Excellent interpersonal skills and demonstrated ability to contribute to achievement of team goals..
- Excellent ability to communicate professionally (oral and written) using multiple channels with a variety of stakeholders both internal and external to the organization.
- Strong understanding and appreciation as to how safe, affordable housing contributes to quality of life and serves as a stable foundation
- Effective presentation skills

Conditions of Employment

- Ability to travel as required (limited);
- Ability to work varying hours/days.
- Valid CPIC Clearance (Criminal Records check)
- References
- Current, valid Ontario Driver's Licence and safe driving record (preferred)

Compensation:

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:

- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
- Opportunity for cultural, educational and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
- A competitive salary in pay band B6 with a range of \$51,600 – \$71,000.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

Please apply with you cover letter and current resume by following the URL below:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.

OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.