

Summer Student Employment Opportunity

2020 Summer Experience Program - Community Improvement Planner

JOB DESCRIPTION

POSITION SUMMARY

As guided by the Ministry of Municipal Affairs and Housing (MMAH) Community Improvement Planning Handbook, and under the supervision of Town of Deep River staff, the position will be responsible for assisting in the development of a work plan and schedule to develop a Community Improvement Plan (CIP) for downtown Deep River that is aligned with the Town's Official Plan, Strategic Plan and Council's authorization.

POSITION RESPONSIBILITIES

- Review Community Improvement Policies in Town of Deep River Official Plan
- Gather data on the physical, social and environmental characteristics of the study area
- Engage downtown property / business owners / customers / residents / tourists using the town core to collect information and gain insight and perspective on the challenges facing each group
- Discuss with local hotel owners their perceptions of the downtown core and what they believe are physical areas for improvement to attract increased visitors
- Conduct background analysis and best practice research of planning, land-use and other policies relevant to the study area
- Identify key challenges / issues and the reasons why they must be resolved.
- Identify possible programs and implementation policies through which the opportunities and challenges can be addressed
- Report to staff and supervisor with summary of findings and recommendations for next steps
- Seek out and Identify community needs based on the *Planning Act* definition of: "Community Improvement" and "Community Improvement Project Area"
- Review available information on local tourism draws and attractions from Ottawa Valley Tourist Association and other sources
- Identify matters for consideration and engage stakeholders and build community support
- Develop a conceptual community improvement plan strategy
- Develop an Action Plan for the allocation of resources and development of administrative practices and procedures necessary to implement CIP programs
- Assist Town staff prepare for and execute a community engagement session as recommended by the CIP Handbook

QUALIFICATIONS/ELIGIBILITY

- A student currently enrolled in a university or college program.
- Excellent oral, written and interpersonal communication skills, excellent organizational and time management skills.

WORK ENVIRONMENT

- Work is primarily indoors in an office environment with field work required from time to time.
- Will attend meetings and training and will communicate with town staff in several departments, the Mayor and a Councillor assigned to the project, and with other students.
- Attend all mandatory safety training, attend weekly meetings with supervisor and other staff as appropriate and required.

TECHNOLOGY

Training with the following programs will be on-going for the length of employment as the need arises and based on the experience of the student including: Microsoft Office, iCompass, TOMRMS electronic filing system, Asyst financial software, Excel, Word, PowerPoint, County of Renfrew GIS mapping system and website design programs.