

Laurel Palmer Thompson, BA, RPP, MCIP

Education:

*September 1997 -
May 2000* Bachelor of Arts
Major in Geography (Concentration in Urban and Rural Planning)
Saint Mary's University
Halifax, NS

September 1996 University of Prince Edward Island

*September 1991 -
June 1993* Architectural Drafting Technician Diploma
Holland College Summerside Center
Summerside, PEI

Additional Courses:

Ongoing Attend and participate in various conferences and seminars related to professional planning practices and sustainable development. Ongoing participation in Canadian Institute of Planners Continuous Professional Learning requirements

June 2008 Skill Path Training – Seminar in Conflict Resolution

September 2007 Ceridian Canada Centre for Professional Development - seminars in Managing Effective Meetings and Time Management

June 1999 Wildlife Habitat Improvement Workshop
Canadian Aquaculture Institute
Summerside, PEI

April 1997 Information Technology
Introduction to microcomputers and various software
Holland College, St. Eleanor's Center
St. Eleanor's, PEI

March 1994 Introduction to Auto Cad
Holland College, Royalty Center
Charlottetown, PEI

Skills:

Computer Skills GIS - Arc View, Caris, Auto Cad, Geo Link, City View, Adobe Illustrator, Corel Word Perfect, Micro Soft Word, Micro Soft Outlook, Apple software, Windows, Excel, Group Wise, various social media platforms, Internet, Photoshop, proficient in photography (various training courses) Power Point

*Personal
Management
Skills*

Strong communication and writing skills, effective time management and organizational skills, strong team player with a proven ability to work independently under minimal or no supervision, excellent interpersonal skills, experienced in customer service

Technical Skills

Experienced in working with data bases, demonstrated ability to interpret maps and subdivision plans, work with scales, skilled in manual and computer aided drafting, ability to read blueprints, experienced in map and air photo interpretation, strong analytical skills, and strong creative ability, trained photographer.

Work Experience:

*November 2004 -
Present*

Planner II

City of Charlottetown
Charlottetown, Prince Edward Island

- Review and approve Subdivision and Development applications and plans in accordance with the City of Charlottetown Zoning and Development Bylaw and Official Plan.
- Prepare and process Official Plan and Zoning and Development By-law amendments, including the preparation of all material necessary for public hearings.
- Provide interpretation and explanation of the Official Plan, Zoning and Development Bylaw and other relevant planning instruments to assist clients and to process development applications.
- Participation in the development of policy on current and long range planning and provide planning advice on special projects.
- Serve as a liaison with the general public and other government and non-government agencies and committees on planning and development matters. Prepare relevant reports and briefs as required.
- Serve as an administrative advisor to Council, Planning and Heritage Board and when necessary attend and represent these bodies at meetings, hearings and appellate proceedings.

*July 2004 -
November 2004*

Property Development Officer

Province of Prince Edward Island
Montague, Prince Edward Island

- Review and approve Subdivision and Development applications and plans in accordance with the Planning Act Subdivision and Development Regulations.
- Perform site investigations to ensure compliance with the pertinent acts and regulations that govern subdivision and development
- Respond to inquires from developers, lawyers, real estate agents and the public regarding Subdivision, Development and Sewage Disposal System Regulations
- Maintain and update property records in the property record data base (micro soft access).
- Maintain contact with and provide assistance to other internal and external departments and agencies (ie. 911 Civic Addressing, Transportation and Public Works, Various Municipalities and Law Firms).

- Prepare Registered Entranceway Agreements, issue moving permits and perform site distance checks in accordance with the Highway Roads Act of Prince Edward Island.
- Review and approve Sewage Disposal System applications in accordance with the Environmental Protection Act Sewage Disposal System Regulations.
- Perform field work and assist with soil testing to determine if sites are able to support on site Sewage Disposal Systems

*February 2002 -
November 2003*

GIS Technician

Geo Net Technologies

Bedeque, Prince Edward Island

- Digitized navigational charts for Canadian Hydrographic Survey
- Performed data quality checks on vector data
- Performed queries on data
- Digitized water and sewer infrastructure from hard copy mapping and converted it to vector data for digital mapping
- Edge matched digital vector image files
- Prepared control and registration for digital mapping
- Performed heads up digitizing on property and tax mapping files and converted raster tiff image files to vector data for use in digital mapping

*February 2001 -
May 2001*

Civic Addressing Field Technician

Halifax Regional Municipality

Halifax, Nova Scotia

- Verified and captured data pertaining to civic addressing through field work
- Documented civic address problems identified through fieldwork.

*May 2000 -
February 2001*

Civic Addressing Technician

Halifax Regional Municipality

Halifax, Nova Scotia

- Responsible for updating and maintaining the HRM Official Street Address Guide and notifying the NS E911 Master Street Address Guide and all other necessary departments and agencies of the changes
- Prepared and provided maps, civic address lists and reports to clients
- Assisted the Civic Addressing Coordinator with procedures pertaining to GSA renaming or boundary changes
- Responsible for processing and assigning new civic numbers generated through development applications
- Responsible for creating new property records, entering and updating data in the City View System (Prop Info Data Base)
- Researched and confirmed zoning for property records
- Maintained contact with and provided assistance to other internal and external departments and agencies (i.e. Development, Land Information Services and Assessment) regarding property record, civic address and zoning information
- Responded to civic address inquiries from developers, the public, real estate agents and other internal and external agencies and provided value added customer service
- Kept track of business statistics to determine business activities and workload

- Regularly Performed data quality checks for anomalies in data in the City View reports
- Reviewed, approved and processed applications for proposed street names and private roads. Made recommendations regarding the suitability of street names to the Civic Addressing Coordinator
- Provided information and technical advice to developers, builders and landowners regarding the Nova Scotia Civic Address File policies, procedures and guidelines
- Coordinated, attended site visits and conducted field work to collect data for the City View System data base (Prop Info) and for the purpose of verifying and assigning civic numbers
- Reviewed new subdivision plans and developed civic address plans and layouts for new subdivisions

*June 1999 –
September 1999*

911 Civic Addressing Technician

Town of Borden-Carleton, PEI

- Implemented and mapped an efficient civic numbering plan for the town.
- Researched property information pertaining to land owners
- Received and processed property, water and sewer tax payments
- Conducted field work to capture data for the purpose of verifying and assigning civic numbers
- Compiled in Excel a database of property owners and civic addresses using data that was collected during field work
- Ensured that civic numbers, road signs and road names within the community complied to the provincial policies, standards and guidelines
- Worked with people at municipal and provincial levels of government
- Responsible for dealing with the residents' concerns involving civic numbering and the anticipated 911 service

Other Activities:

*November 2018 –
Present &
April 2002
- November 2005*

Town Councilor - Town of Borden-Carleton

- Chair of Planning and Public Properties Committee
- Member of Finance & Administration Committee, Utility Committee and Public Works Committee
- Served as Chair of the 100th Anniversary Planning Committee in 2019
- Manage governance of operations relating to town properties
- Chair of Planning Board, provide direction and work with board to review and make recommendations to council regarding development permits, rezoning applications, and applications for bylaw and plan amendments
- Oversee and participate in the review process of the municipality's Official Plan and Development Bylaw
- Provide assistance and work with Planning Board and Council to ensure that new development is developed in accordance with the community's by-laws and provincial acts
- Work with the Chief Administrative Officer of the Town to develop and implement policy regarding planning and development issues

- Assist in the development of policies respecting services and programs, and in the evaluation of those services and programs for relevancy, effectiveness and efficiency
- Work to ensure that the powers of the municipality are appropriately exercised and that the duties and functions of Council as well as the Chief Administrative Officer are appropriately carried out.
- Participate in preparation and approval of budgeted allocations for all municipal operations

*Nov 2018-Present &
July 2017-Nov 2018*

Chair of Destination Borden-Carleton

Board Member of Destination Borden-Carleton

- Work with Board members, the business community and funding partners to develop initiatives and strategies to promote tourism and grow destination potential within our area.
- Plan, execute and promote festivals and events within our town that promote tourism.
- Work with and manage volunteers that are assisting with events.
- Prepare funding applications and write proposals for tourism projects and festivals.
- Work with board members and stakeholders to develop and execute a communication and marketing strategy such as: social media promotion, newsletters, signage and branding.
- Collaborated with Board members, planning consultants, the public, the business community, funding partners and other stakeholders to develop and implement a tourism master plan, titled (Destination Borden-Carleton) for the Town. This Plan received a National Award from the Canadian Institute of Planners in the Rural/Small Town Planning Category.

*September 2001 –
2005*

**Chairperson for Communities in Bloom & Beautification Committee
Borden-Carleton**

- Work with committee members to develop and implement a beautification plan for the community
- Coordinate fundraising events to raise money
- Developed a public awareness plan for Communities in Bloom program
- Responsible for planning and scheduling of events
- Coordinated a local beautification contest
- Responsible for developing the committee's budget and managing the account

*April 2004 –
2005*

Board Member – Federation of Prince Edward Island Municipalities

- Policies Committee
- Nominating Committee
- Municipal Government Week Committee

Memberships and Associations:

<i>2013 –Present</i>	Full Member of the Canadian Institute of Planners and Atlantic Planners Institute
<i>2006 –2013</i>	Provisional Member of the Canadian Institute of Planners and Atlantic Planners Institute