Position Title: Manager of Planning & Regulations  
Department: Planning & Regulations  
Immediate Supervisor: General Manager  
Competition Number: PL150

Position Summary

SCRCA is looking to hire an experienced manager to lead the Planning and Regulations department. The department provides environmental planning review and input for municipalities in the watershed regarding natural hazards and natural heritage, and implements Ontario Regulation 171/06 “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” under Section 28 of the Conservation Authorities Act.

The Manager should have experience with environmental policy and legislation, the ability to communicate complex information to a wide audience, and the ability to motivate and lead an interdisciplinary team of technical staff. Further, the Manager will work in concert with the Water Resources, Watershed Services and Conservation Areas departments in aspects pertaining to permitting, natural hazard and heritage enhancement and protection, and achieving the overall goals of the organization.

The Manager will be involved in the development and implementation of policies, procedures, fee schedules, service agreements, department budget, and long-term strategies for the Planning and Regulations department, consistent with relevant municipal, provincial and federal requirements.

Duties and Responsibilities

- Responsible for the oversight of the administration of Ontario Regulation 171/06 “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” under Section 28 of the Conservation Authorities Act; act as a backup enforcement officer for Section 28.
- Responsible for oversight of delivery of municipal plan input and review in co-operation with interdisciplinary team of SCRCA staff who have expertise in planning, ecology, hydrogeology, environmental and water resource engineering, regulations, etc.
- Supervise, mentor, manage and provide direction for department staff under direct supervision, including Planning and Regulations Clerk, Planner, Regulations Coordinator, Regulations Officer, Planning Ecologist, and any other contract staff as necessary
- Apply technical expertise to review, interpret and analyze technical data, including maps, engineering and architectural drawings, technical reports, and mapping.
- Respond to public inquiries through phone, email and in-person, representing the Authority in a professional manner.
- Communicate effective, accurate and consistent information with respect to SCRCA’s policies.
- Develop and implement service agreements for planning advisory services with municipalities.
• Prepare and deliver reports and presentations to staff, the public, board of directors, and other audiences.
• Develop policies, procedures, fee schedules and strategies for SCRCA’s planning program as required.
• Present technical evidence at meetings, committees, boards, hearings and tribunals or other legal proceedings as necessary.
• Manage department budget, and ensure accurate processing, recording and coding of fee payments for planning and regulations files.
• Maintain oversight for Planning & Regulations Department files using database and document management software.
• Coordinate special projects related to land use planning as required (e.g. shoreline studies, watershed plans, subwatershed plans).
• Perform work in accordance with the provisions of the Occupational Healthy and Safety Act and Regulations and all other corporate/departmental policies and procedures.
• Perform other duties as assigned by supervisor.

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<th>Credentials and Experience</th>
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<tr>
<td>• Relevant university degree (e.g. planning, environmental science, geography, resource management or related discipline);</td>
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<td>• Minimum 5 years of relevant work experience with planning policy and development review;</td>
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<td>• Minimum 3 years experience managing and mentoring staff;</td>
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<td>• Excellent written and verbal communication skills; ability to successfully present complex ideas to diverse groups;</td>
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<td>• Experience with managing a department budget;</td>
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<td>• Excellent interpersonal, analytical, time-management and organizational skills;</td>
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<td>• Experience developing and maintaining positive working relationships with internal and external partners and stakeholders;</td>
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<td>• Effectively manage multiple tasks and deadlines from various sources;</td>
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<td>• Working knowledge of the Conservation Authorities Act, the Planning Act, Provincial Policy Statement and other related environmental legislation;</td>
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<td>• Familiarity with the role of Conservation Authorities as it pertains to land use planning;</td>
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<td>• Understanding of natural hazards, including flooding and erosion process, and familiarity with provincial technical guidelines;</td>
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<td>• General knowledge of stormwater management, hydrology and hydrogeology is considered an asset;</td>
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<td>• In-depth knowledge of watershed management principles and familiarity of St. Clair Region Watershed is considered an asset;</td>
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<td>• Membership in, or eligibility for membership in, the Canadian Institute of Planners and the Ontario Professional Planners Institute is considered an asset;</td>
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<td>• Conservation Authority Provincial Offences Officer training is considered an asset;</td>
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<td>• Valid class G Driver’s License and access to a personal vehicle;</td>
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<td>• Proficiency with standard office software, including Word, Excel, PowerPoint, database and information management software;</td>
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<td>• Proficiency with digital mapping software.</td>
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Work Environment/Conditions

- Most work takes place in an office; however, some outdoor site inspections will be required which includes some physical effort (e.g., navigating uneven terrain).
- Frequent multitasking to meet deadlines from multiple sources.
- Occasional receipt of verbal abuse and pressure from external clients.
- Travel is normally within the St. Clair Region watershed, however additional meetings outside of the watershed may be required.
- Occasional work outside of regular office hours may be necessary to attend public meetings.

Location:
- Position is based at the St. Clair Region Conservation Authority main office at 205 Mill Pond Cres., Strathroy

Wage and Benefits:
- Salary: $40.65 to $47.86 per hour, (negotiable based on skills and experience)
- Hours: 35 hours per week
- Benefits:
  - OMERS Pension Plan
  - Comprehensive Group Insurance Plan
  - Scheduled day off program

Start Date: April 2020

Closing date for applications: March 30, 2020

Additional information about SCRCA is available on the website at www.scrca.on.ca

Please submit your cover letter and resume outlining how your experience meets the necessary qualifications to:

1) jobs@scrca.on.ca indicating the Competition Number and position title in the subject line of your email, or
2) mail to:
   St. Clair Region Conservation Authority
   205 Mill Pond Crescent
   Strathroy, ON, N7G 3P9
3) or fax to 519-245-3348

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The St. Clair Region Conservation Authority is an Equal Opportunity Employer