Position Title: Regulations Coordinator
Job Type: Full-time, permanent
Department: Planning and Regulations
Immediate Supervisor: Director of Planning and Regulations
Competition Number: PL155

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add a Regulations Coordinator to their team. The Regulations Coordinator is responsible for providing leadership for and implementation of the Authority’s Regulation Program. The Regulations Coordinator will provide administration and enforcement of the Authority’s Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation under Section 28 of the Conservation Authorities Act to protect life and property while promoting a healthy watershed ecosystem. Liaison with internal staff, municipal, and agency staff is an important component of this position.

Duties and Responsibilities

- Manage human resources related needs for direct staff, including recruitment, performance management, time, and attendance, etc.
- Coordinate and supervise directly the Regulations Officer(s) and Drainage Technologist within the department to achieve the department’s responsibilities and targets, and ensure the continued quality of programs and service delivery through establishing standards and criteria, staff training, and program evaluation;
- Provide on-going leadership, support and mentoring to staff on all aspects of the Authority’s Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, pursuant to Section 28 of the Conservation Authorities Act, including permitting, violations, inquiries, in addition to an education and promotion program;
- Provide advice, support, and direction to staff for processing of Section 28 permit applications made pursuant to the Conservation Authorities Act;
- Lead the review and processing for all complex or contentious Section 28 permit applications under the Conservation Authorities Act;
- Provide strategic direction for the regulations program and assist the Director of Planning and Regulations on the development and implementation of the program budget and workplan;
- Act as a designated Enforcement Officer as per Section 28 of the Conservation Authorities Act and provide direction to staff and/or lead the investigation of possible...
violations of Authority Regulations made under Section 28 of the *Conservation Authorities Act*. Liaise with other Municipal, Provincial, and Federal agencies/departments regarding potential overlapping violations, and take appropriate action on violations in consultation with the Director of Planning and Regulations and the Authority’s solicitor;

- Prepare reports and make recommendations for consideration by the SCRCA’s Board of Directors and Hearing Committee regarding development proposals and hearings;
- Attend Authority Hearings and Board of Directors, municipal council, special boards, environmental advisory and/or working group meetings, as required;
- Liaise with Authority solicitor, prepare documentation and give evidence at the Ontario Land Tribunal (OLT), Provincial Court, Ontario Supreme Court, and other tribunals related to the *Conservation Authorities Act*;
- Leadership and participation in Court, Tribunal, SCRCA Board Hearings, and Ontario Land Tribunal (OLT) Hearings where necessary. Preparation of reports/documentation and witness statements, present evidence, give testimony, and liaise with Authority solicitors to follow up on court/tribunal/hearing responsibilities;
- Receive inquiries on Authority Regulations and provincial policies from Municipalities and the public and provide appropriate information based on Authority mapping and resources and site inspections if necessary;
- Provide input and regulation technical support and commenting to the inquiry program, environmental assessments, and on planning related matters, as required;
- Coordinate the review and commenting on proposed municipal drainage works;
- Undertake file documentation to ensure complete and accurate record keeping
- Assist the Director of Planning and Regulations on the development and preparation of regulations related programs and activities internally and with partnering agencies, ensure the policies are up to date and maintained;
- Maintain professional and positive working relationships with internal staff and external stakeholders and coordinate communication regarding the regulation to external sources;
- Responsible to work safely following legislated and employer safe work
- Other duties as assigned.

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- Graduation from a recognized College or University in biology, geography, environmental sciences, environmental remediation, resource technology, or other related discipline.
- Knowledge and experience with the *Conservation Authorities Act*, Section 28 Regulations, and three (3) years of related job experience;
- Current designation as a Provincial Offences Officer, or eligibility for designation or willing to take;
- Conservation Authority Regulations specific training (i.e., Conservation Authority Compliance Level 1 and 2) is considered an asset;
- Thorough knowledge of land use planning and natural resource management
legislation, regulations, and policies, including: the Conservation Authorities Act, Drainage Act, Fisheries Act and Environmental Assessment Act, along with practical experience applying this knowledge in the review of related development applications;

- Experience reviewing and interpreting technical plans and drawings (site plans, grading, and drainage plans, construction drawings, etc.)
- Demonstrated experience with court proceeding and processes, legal procedures and supporting documents, enforcement practices and protocols related to investigations;
- A working knowledge of environmental legislation, permit approval process, planning statements, and some technical guidelines (i.e., stormwater management, coastal and water related engineering);
- Knowledge of current water and environmental management principles and practice: municipal planning, federal and provincial legislation;
- Ability to work with GIS (ArcGIS, ArcReader, QGIS) software products is an asset;
- Strong organizational skills;
- Strong ability to communicate effectively both verbally and in writing in English with diverse stakeholder groups at a political and staff level;
- Ability to identify and respond effectively to needs and requests that are difficult to determine. Responses may not be well received. Communication may require added skills of persuasion, influence, counselling, or motivation to get the cooperation/coordination of others.
- Ability to handle potential conflict situations;
- Ability to work well with other staff and maintain good public relations with the general public;
- Proficiency with standard office software including Microsoft Suite (Office, Excel, PowerPoint, Access), database software, and digital mapping software;
- Valid G Driver’s Licence.

Work Environment/Conditions

Work Environment:
- Usual office, regular field/site inspections in occasional adverse conditions (i.e., rain, cold, near water, ticks).
- Occasional receipt of verbal abuse
- Some travel

Work Pressure:
- Work often involves deadlines with delegated decision making with high liability to the Authority; review and approval of works within a reasonable review time period;
- Preparation of complete, concise reports on Regulation and Development Applications by meeting dates;
- Multi-tasking in order to respond to inquiries both by phone and office visits.
Location:
• Position is based at the SCRCA Administration Building, 205 Millpond Crescent, Strathroy, Ontario

Additional Requirements:
SCRCA has established a Vaccination Policy for staff in response to the COVID-19 pandemic. As a result, should you be the successful candidate for the position, you will receive a conditional offer of employment contingent on your providing us with proof of full vaccination. If you are seeking an exemption from vaccination due to the application of the Ontario Human Rights Code, you will be required to provide satisfactory evidence of the reason for such an exemption upon receipt of the conditional offer.

Wage and Benefits:
• Salary: $39.57 to $46.59 per hour
• Hours: 35 hours per week
• Benefits:
  • OMERS pension plan
  • Comprehensive benefit package

Application Due Date: July 16, 2023

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

Please submit your cover letter and resume by July 16, 2023, outlining how your experience meets the necessary qualifications to:
1) jobs@scrca.on.ca indicating the Competition Number PL155 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