



St. Clair Region Conservation Authority Job Posting

Position Title: Regulations Officer

Job Type: Full-time, permanent

Department: Planning and Regulations

Immediate Supervisor: Regulations Coordinator

Competition Number: PL155

Position Summary

The St. Clair Region Conservation Authority is looking to add a Regulations Officer to their team. The Regulations Officer will report to the Regulations Coordinator and is responsible for the administration and enforcement of the Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* Regulation (Ontario Regulation 171/06) under Section 28 of the *Conservation Authorities Act* to protect life and property. Liaison with internal staff, municipal and agency staff is an important component of this position.

Duties and Responsibilities

Regulations Application Review (approx. 50%)

- Review, evaluate, issue permissions under Ontario Regulation 171/06, made under Section 28 of the *Conservation Authorities Act*, meeting internal deadlines/standards;
- Respond to, in a timely manner, public complaints and inquiries regarding regulatory requirements and application permission processes;
- Provide technical review and processing of inquiries as directed;
- Gather background information and research for regulation applications and coordinate pre-consultation with proponents to ensure complete applications;
- Perform site visits/inspections as required;
- Communicate initiatives and report to the Board of Directors, various committees, municipalities, interest groups, and community as directed;
- Prepare documents and materials as required to ensure that the interests of the SCRCA are appropriately represented at public meetings, committees, and hearings. Attend meetings as required;
- Assist in other administrative type duties: i.e. coordinating and assembling policy, public consultation, mapping, checklist preparation, revision, and completion, database entry, fee collection, file management, etc., as required;
- Assist with liaison and correspondence with municipalities, agencies, consultants and general public to ensure effective communication, information sharing, and excellent customer service concerning lands subject to Ontario Regulation 171/06;

- Encourage communication and outreach activities that generate an understanding of the Conservation Authority Regulations and build support within the local communities for the health and enhancement of our watershed's natural resources;
- Provide back-up technical support as required;
- Perform such other duties as directed by the Regulations Coordinator.

Regulations Enforcement and Compliance (approx. 50%)

- Act as an enforcement officer in implementing the Authority's Regulation program (Ontario Regulation 171/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, made under Section 28 of the *Conservation Authorities Act*) by investigating complaints/violations and resolving where appropriate and as directed by the Regulations Coordinator. The Regulations Officer will operate in accordance with acceptable procedures and protocols;
- Undertake investigating complaints/violations of the Authority's Regulation and negotiating resolutions where appropriate and as directed;
- Liaise with Conservation Authority solicitors, staff, and the Board of Directors in support of charges; serve summons and subpoenas and appear in court to represent the St. Clair Region Conservation Authority;
- Attend as the representative of the Authority: appeals before the Ontario Land Tribunal or cases before the Provincial Courts;
- Act as a designated Enforcement Officer as per Section 28 of the *Conservation Authorities Act*, carrying out investigations, preparing case files, and participating in court proceedings. Issue violation notices, develop compliance agreements, swear to information, and issue summons and/or execute search warrants depending on the nature of the offence;
- Conduct regulatory compliance monitoring and enforcement activities, including coordinating activities with Municipalities and agencies, conducting permit inspections and site investigations, issuing offence notices, preparing compliance agreements, and coordinating prosecutions;
- Maintain accurate compliance records and prepare summary reports as required;
- Develop and maintain a compliance monitoring program with related databases; keep accurate digital compliance records; evaluate trends and prepare summary reports; and make program recommendations;
- Inspect permit works in progress or completed to ensure compliance with plans, specifications, and conditions identified in permits. Document any deficiencies, variances, and take appropriate action;
- Develop and maintain compliance policies, procedures, and technical standards, as directed;

Credentials and Experience

- Graduation from a recognized College or University in planning, geography, environmental sciences, environmental remediation, resources technology, or other related discipline.
- Knowledge and experience with *Conservation Authorities Act*, Section 28 Regulations, considered an asset.
- 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., storm water management, coastal and water related engineering.
- Knowledge of current water and environmental management principles and practices: municipal planning, federal, and provincial legislation.
- Current designation as a Provincial Offences Officer or eligibility for designation or willing to take.
- Regulations specific training, i.e., Conservation Authority Compliance Level 1 and 2 considered an asset.
- Ability to work with GIS 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 work well with other staff.
- Ability to maintain good public relations with general public.
- Initiative and good interpersonal skills.
- Proficiency with standard office software including MS Word, Excel, PowerPoint, database software, and use of digital mapping software.
- Must possess and maintain a valid Ontario "G" driver's licence.

Work Environment/Conditions

- Extensive involvement and interaction with the general public, landowners, community groups, and special interest groups.
- Usual office, regular field/site inspections in occasional adverse conditions (i.e., rain, cold, near water).
- Some irregular hours.
- 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.

The SCRCA Board of Directors is reviewing this policy at the September Board meeting.

Wage and Benefits:

- Salary: \$36.18 to \$42.60 per hour
- Hours: 35 hours per week
- Benefits:
 - OMERS pension plan
 - Comprehensive benefit package

Application Due Date: September 29, 2023

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

Please submit your cover letter and resume by **September 29, 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