



St. Clair Region Conservation Authority Job Posting

Position Title: Environmental Planner

Job Type: Full-time, permanent

Department: Planning and Regulations

Immediate Supervisor: Director of Planning and Regulations

Competition Number: PL150

Salary: \$37.83 to \$44.54 per hour

Hours: 35 hours per week

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to hire an experienced environmental planner to work as part of an interdisciplinary team to implement SCRCA's municipal land use planning services. Reporting to the Director of Planning and Regulations, the Planner's primary duty is to review municipal planning applications under the *Planning Act* with regards to natural hazards and make recommendations in accordance with relevant legislation and approved policy. This requires liaising with a variety of stakeholders, reviewing technical reports, conducting site visits, attending meetings, and maintaining the Authority's planning files. The Planner will assist with the development of policies, procedures, fee schedules, and strategies for SCRCA's planning program.

Duties and Responsibilities

- Review and process a variety of municipal planning applications, including site plans, zoning by-law amendments, official plan amendments, plans of subdivision/plan of condominium, minor variances, and consents consistent with relevant Provincial Policy and approved Authority policies and procedures.
- Lead the review and commenting on complex or contentious applications under the *Planning Act* and other Legislation.
- Provide strategic direction for the planning program and assist the Director of Planning and Regulations on the development and implementation of the program budget and work plan.
- Assess consistency of development plans with Provincial Policy Statement/Provincial Planning Statement (2024) and approved Authority policies and procedures, in co-operation with an interdisciplinary team of SCRCA staff who have expertise in ecology, environmental and water resource engineering, regulations, etc.
- Coordinate the Authority's inquiry and mapping services including receiving requests from municipal, and public clients for mapping and information on hazard constraints.
- Develop and maintain effective partnerships, particularly with municipal staff, providing technical advice and guidance.

- Apply technical expertise to review, interpret and analyze technical data, including engineering and architectural drawings, geotechnical reports, and mapping. Coordinate and incorporate technical comments from other professional staff in preparation of comments to the municipality.
- Conduct site inspections when required to assess development proposals and provide technical guidance to landowners and stakeholders to ensure that proposals meet Conservation Authority goals and objectives.
- 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.
- Prepare and deliver reports and presentations to the public at municipal and Authority meetings.
- Assist with the development of policies, procedures, fee schedules and strategies for SCRCA's planning program, as required.
- Represent the Conservation Authority and provide comment and technical evidence at meetings, committees, hearings, tribunals, etc.
- Ensure accurate processing, recording, and coding of fee payments for planning files.
- Maintain Planning Department files using database and document management software.
- Coordinate special projects related to land use planning as required.
- Perform work in accordance with the provisions of the *Occupational Health and Safety Act* and Regulations and all other corporate/departmental policies and procedures.
- Perform other duties as assigned by supervisor.

Credentials and Experience

- Relevant university degree (e.g., planning, environmental science, geography, or related discipline).
- Membership in, or eligibility for membership in, the Canadian Institute of Planners and the Ontario Professional Planners Institute is preferred.
- Minimum 2-3 years of relevant experience with development review and planning policy, with an understanding of municipal and provincial planning processes.
- Thorough knowledge of land use planning and natural resource management legislation, regulations, and policies including the Provincial Policy Statement/Provincial Planning Statement (2024), *Planning Act*, *Conservation Authorities Act*, *Drainage Act*, *Fisheries Act*, and *Environmental Assessment Act*.
- Understanding of natural hazards policy and implementation guidance.
- Excellent written and verbal communication skills, with strong attention to detail.
- Excellent interpersonal, analytical, time-management, and organizational skills.
- Experience developing and maintaining positive working relationships with internal and external partners and stakeholders.
- Ability to successfully present complex ideas to diverse groups.

- Effectively manage multiple tasks and deadlines from various sources.
- Valid class G Driver's License and access to a personal vehicle.
- Proficiency with standard office software, including Word, Excel, PowerPoint, database and information management software.
- Familiarity with digital mapping software, including ARC GIS and QGIS.
- Ability to identify and respond effectively to needs and requests that are often difficult to determine. Responses may not be well received. Communication may require added skills of persuasion, influence, counseling, or motivation to get the cooperation/coordination of others.

Work Environment and 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:

SCRCA Administration Building, 205 Millpond Crescent, Strathroy, Ontario.

Hybrid Work Policy:

The SCRCA offers a hybrid work environment where eligible employees will be able to work remotely part-time, 2 days per week, with the requirement to attend the Administration Office or designated workplace on the remaining 3 days of the week.

Wage and Benefits:

- Salary: \$37.83 to \$44.54 per hour
- Hours: 35 hours per week
- Benefits:
 - OMERS pension plan
 - Comprehensive benefit package

Start Date: As soon as possible

Application Due Date: August 29, 2025

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

Please submit your cover letter and resume by **August 29th, 2025**, outlining how your experience meets the necessary qualifications to:

1. jobs@scrca.on.ca indicating the **Competition Number PL150** 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

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

Accommodation will be provided in all parts of the hiring process as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*, Integrated Accessibility Standards Regulation. Applicants need to make their needs known in advance.

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