



Regulations Officer

Job Summary:

The position is responsible for the administration and enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (159/06) under Section 28 of the Conservation Authorities Act. The position is also responsible for commenting on Planning Act notifications with regards to Section 3.1 – Natural Hazards of the Provincial Policy Statement.

The job is located at the Crowe Valley Conservation Authority office in Marmora, Ontario. The position is based on a 40-hour work week and the targeted start date is February 22, 2022. Competitive wage and benefit package will be offered to the successful candidate, including enrollment in the OMERs pension plan.

Primary Responsibilities:

1. Review and process Regulation permit applications in accordance with provincial and CVCA policies.
2. Enforce the Regulation, including investigating violations and facilitating prosecutions.
3. Review and comment on circulated Planning Act applications.
4. Provide information and liaison between the Authority, its member municipalities, and the public regarding the Planning and Regulations program.
5. Prepare digital maps using GIS software.
6. Respond to real estate & public enquiries regarding development proposals.
7. Prepare reports for CVCA Board of Directors, attend meetings and make presentations as required.
8. Other appropriate duties as assigned, by the General Manager, including support of the flood forecasting and warning program and operation of water control structures.

Qualifications:

1. Graduation from a university or college program in environmental science, physical geography, resource management, planning, or related field. Or 1-2 years of related work experience.
2. Experience with Section 28 of the Conservation Authorities Act, The Planning Act, and GIS experience are assets.
3. Is certified or has the ability to be certified as a Provincial Offences Officer.
4. Excellent communication and time management skills, and word processing ability.
5. Possession of a valid Ontario Driver's Licence and ability to perform site inspections in various types of terrain and all weather conditions.

How to Apply:

Apply by email with your cover letter and resume to:

- Lou Young- info@crowevalley.com – Attention: Tim Pidduck, General Manager
- Please include "Regulations Officer" in the subject line of your email
- Application Deadline is January 31, 2022

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