

REGULATIONS AND PLANNING OFFICER



CONSERVATION SUDBURY

The Nickel District Conservation Authority (o/a Conservation Sudbury) is one of Ontario's 36 watershed-based local government agencies. Our area of jurisdiction includes the watersheds of the Wanapitei, Vermilion, and Whitefish Rivers. We provide important planning and development review services, primarily within the City of Greater Sudbury, in a total watershed area of approximately 9150 square kilometres.

The Regulations and Planning Officer will work within a team to deliver the regulatory and planning programs in accordance with the *Conservation Authorities Act* and its regulations. This role focuses on development review, including the review of municipal planning applications, project permitting, compliance monitoring, and enforcement activities in accordance with Sections 28 and 29 of the *Conservation Authorities Act*.

RESPONSIBILITIES

- Provide effective, timely and professional client service delivery in the undertaking and completion of all assigned tasks
- Provide technical review of development plans including site plans, grading plans, landscaping plans, erosion and sediment control plans, building plans, and as-built drawings
- Provide technical guidance and respond to inquiries on hazard features, regulated areas and the authority's regulatory role to residents, developers, consultants, real estate agents, solicitors, government agencies and other interested parties
- Review, evaluate, process, and prepare permits issued under authority of Ontario Regulation 41/24, made under Section 28.1 of the *Conservation Authorities Act* within prescribed timelines
- Provide technical review and response related to municipal planning documents and applications
- Conduct compliance monitoring and enforcement activities, including coordinating activities with municipalities and agencies, conducting permit inspections and site investigations, issuing violation notices, preparing compliance agreements, and coordinating prosecutions under the *Conservation Authorities Act*
- Issue Certificates of Offences per Ontario Regulation 688/21 made under Section 29 of the *Conservation Authorities Act* or the *Trespass to Property Act*
- Prepare appropriate documents and materials for use at public meetings, committees, and hearings.
- Respond to complaints and inquiries from members of the public, municipal staff and other agencies
- Receive and resolve telephone, email and in-person inquiries pertaining to development activity.
- Assist in the development of program planning, policies, policy interpretation and guidance documents
- Additional assignments pertinent to the position

ELIGIBILITY REQUIREMENTS

- Graduation from a post-secondary program in engineering, resource management, environmental or earth sciences, or related fields or approved equivalent combination of education and experience.
- Minimum of three years of directly related work experience
- Ability to interpret earth processes, natural features, and land uses from an extensive variety of maps, plans, satellite imagery, air photos and interpretation in the field
- Ability to comprehend technical documents such as engineering reports, architectural drawings, survey plans, storm-water management reports, sub-watershed plans, geotechnical and hydro-geological reports, wetland evaluations
- Ability to relate technical documents to applicable laws, regulations, policies and objectives

- Demonstrate a working knowledge of applicable legislation, regulations, policy statements and some technical guidelines, e.g., MNR technical guidelines for river and stream systems
- Excellent soft skills including written and oral communication, listening, note-taking, site-sketching and photography, diplomacy, conflict resolution and problem solving
- Excellent command of the Microsoft Office suite; working knowledge of mapping or modeling software
- Ability to work safely outdoors, in inclement weather, on or near lakes, streams, wetlands, as well as active construction and development project sites
- Valid driver's license in good standing and eligibility to be designated as a Provincial Offences Officer

ASSET QUALIFICATIONS

- Relevant certifications such as Engineering Technician (C. Tech) or Technologist (C.E.T) in good standing with OACETT or Membership in Ontario Professional Planner Institute (RPP) and/or the Canadian Institute of Planners
- Bilingualism (English and French)
- Proficiency with GIS-related software
- Knowledge of the principals of civil engineering or urban planning
- Ability to organize, plan and carry out tasks to meet deadlines
- Provincial Offences Officer designation, or compliance and case management experience
- Ability to work effectively under stressful situations
- Knowledge of relevant legislation and regulations such as the *Conservation Authorities Act*, the Provincial Planning Statement, *Planning Act*, *Public Lands Act*, and *Lakes and Rivers Improvement Act*

EMPLOYMENT TERMS: This is a full-time position with a six-month probationary period.

The primary work location is the Conservation Sudbury office, 401 – 199 Larch Street, Sudbury. We offer a flexible work week of 35 hours, Monday to Friday. Regular field work in or near the City of Greater Sudbury is required. Limited travel, evening and weekend work may be required at certain times. Following a probationary period, the position allows for a hybrid work schedule allowing up to 6 days out of 10 to be completed out of the office setting.

COMPENSATION: \$42.43 – 44.80/hr plus vacation accruing at 6% (~3 weeks) to start. This position includes a private defined contribution pension plan, group insurance and health and dental benefits.

TO APPLY: Applicants are invited to submit a resume and cover letter clearly demonstrating how the eligibility requirements have been met. Contact information for three professional references must be included. Proof of professional certifications and/or graduation from post-secondary institution(s) may be requested.

Applications must be submitted by e-mail to NDCA@ConservationSudbury.ca by 6 PM on Friday, January 3, 2025. All applicants will receive an e-mail reply confirming receipt. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls or faxes please.

Conservation Sudbury is an inclusive workplace and welcomes applications from people with disabilities; accommodations are available upon request.