

## Saugeen Valley Conservation Authority

2023 Environmental Planning Technician  
One full-time contract position, up to 12 months

### Why work for us?

SVCA's Administrative Office is situated in the heart of the Saugeen Valley watershed. We offer competitive public sector pay and the opportunity to make a difference in the communities we serve. With our small, but passionate team, you will know your co-workers by name and will have direct access to the considerable knowledge of these individuals.

### Summary of Functions

Saugeen Valley Conservation Authority's Environmental Planning and Regulations Department is responsible for ensuring that proposed development and site alterations are carried out in conformance with the Authority's policies and procedures. The Environmental Planning team is primarily responsible for the review of *Planning Act* applications, relative to SVCA's mandate and role, while also responding to inquiries from the public and SVCA's planning partners.

Reporting to the Environmental Planning Coordinator and Manager, Environmental Planning and Regulations, the Environmental Planning Technician will be responsible for providing planning and regulations information to the public and reviewing and responding to *Planning Act* circulations in accordance with SVCA's delegated responsibility associated with natural hazards, SVCA's Regulation (Ontario Regulation 169/06), and other policies as defined in planning service agreements with member municipalities.

### Qualifications

- Graduation from a recognized College or University in planning, geography, environmental sciences, environmental remediation, resources technology, or other related discipline.
- Knowledge and experience with the *Conservation Authorities Act* and Section 28 Regulation, Provincial Policy Statement – Natural Hazard Policies, as well as municipal /provincial planning processes would be considered an asset.
- Knowledge and experience with the SVCA's delegated responsibility with regards to natural hazard management policies in the *Planning Act* process.
- Working knowledge of environmental legislation, permit approval processes, and technical guidelines would be considered an asset (i.e., floodplain and coastal hazard management).
- Excellent knowledge of current water and environmental management principles and practices including relevant federal and provincial legislation.
- Understanding of natural hazards management such as floodplains, coastal processes, and slope instability.

- Knowledge and skills to evaluate the impact that land and development proposals may have on terrestrial and aquatic ecosystems; and flooding and erosion.
- Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, use of air photos and interpretation in the field.
- Ability to work with GIS software products is considered an asset.
- Strong organizational skills; ability to plan and prioritize workload to manage multiple assignments at once.
- Solid 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 in a team setting with other staff.
- Ability to maintain good public relations with the 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 license.

### Duties and Responsibilities

- Review planning applications under the provincial *Planning Act* for consistency with the natural hazard policies of the Provincial Policy Statement, as amended, including other interests and policies of the SVCA and make recommendations to the decision-making body.
- Apply the Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations, Ontario Regulation 169/06 to assigned files.
- Review permit applications.
- Prepare compliance letters to municipalities and landowners, Property Clearance letters, and other correspondence from the conservation authority related to environmental planning.
- Liaise with municipal building officials, planning departments, and municipal clerks regarding development proposals.
- Participate in the review of Official Plan and Comprehensive Zoning by-law updates.
- Attend site meetings, and undertake site inspections, to obtain, examine, and analyze field data such as soils, wetland flora, slope instability indicators and watercourse parameters.
- Identify and delineate floodplains, erosion prone lands, dynamic beaches, steep slopes, and wetlands.
- Review professionally prepared drawings, reports, and technical papers, including slope stability studies, environmental impact studies, floodplain studies, and stormwater management plans.
- Evaluate development proposals to determine impacts on flooding and erosion; terrestrial and aquatic ecosystems; and significant surface/groundwater resources.
- Attend council meetings, site meetings, pre-submission consultation meetings, Ontario Land Tribunal meetings, court proceedings, and public meetings as required.

- Maintain accurate and complete record keeping of all communications, notes, maps, review fees, documents, and photographs related to reviewed files.
- Prepare and present reports to the Authority, or its Executive Committee regarding *Planning Act* matters or hearings pursuant to Ontario Regulation 169/06.
- Responsible for working safely in compliance with all SVCA Health & Safety Policies.
- Other duties as assigned appropriate to the responsibilities of the position.

### Work Environment and Conditions

This position requires work in an office environment as well as out-of-doors. The outdoor field work will require physical effort (e.g., navigating uneven terrain, carrying equipment, and working in various weather conditions).

### Location

SVCA's Administrative Office, 1078 Bruce Road 12, Formosa, Ontario. Travel is normally within the Saugeen watershed, however meetings outside of the watershed may be required.

### Wages & Benefits

- 37.5 hours per week, full-time, contract up to 12 months
- Salary range: \$62,108 to \$73,589 per annum
- Comprehensive benefit package
- OMERS pension
- Enrolment in SVCA's Employee Assistance Program

Start date:

As soon as possible

Closing date for applications:  
November 24<sup>th</sup>, 2023

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Janice Hagan, Executive Assistant Saugeen Valley Conservation Authority  
[j.hagan@svca.on.ca](mailto:j.hagan@svca.on.ca)

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by \_PLRTECH2023 (EG. Janice.Hagen\_PLRTECH2023.pdf).

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

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability –

related accommodations or more information about accommodation, please visit:  
[www.saugeenconservation.ca/access](http://www.saugeenconservation.ca/access) or email [accessibility@svca.on.ca](mailto:accessibility@svca.on.ca)

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).