

## Saugeen Valley Conservation Authority

2026 Regulations Officer, Environmental Planning and Regulations  
One full-time, 16-month temporary contract position

### Summary of Functions

Saugeen Valley Conservation Authority's (SVCA) 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 Regulations team is responsible for the implementation and enforcement of Ontario Regulation 41/24 and relevant sections of the Conservation Authorities Act (*CA Act*).

Reporting to the Regulations Coordinator and Manager, Environmental Planning and Regulations, the Regulations Officer will be responsible for the review of matters related to and enforcement of Ontario Regulation 41/24 and related *CA Act* sections in the SVCA watershed within the greater context of SVCA's Environmental Planning and Regulations Department.

### Qualifications

- Graduate from a recognized college or university in planning, resources management, geography, environmental science, resources technology, or related field
- Knowledge of the *CA Act*, Provincial Offences Act, Trespass to Property Act, Planning Act, Drainage Act, and Occupational Health and Safety Act is considered an asset
- Understanding of natural hazard management such as floodplains, slope instability of river valleys, wetlands, and shorelines an asset
- Ability to interpret natural processes, natural features, and land uses from an extensive variety of maps, plans, air photos, and in the field is an asset
- Awareness of theory and practices related to environmental management, sediment and pollution control technologies, wetland hydrology, coastal processes, and restoration is an asset
- Ability to undertake field work as required under varying terrains and weather conditions
- Designated or eligible to be designated as a Provincial Offences Officer
- Regulations-specific training (i.e., Conservation Authority Compliance Level 1 and 2) is an asset
- Working knowledge of legal procedures related to the collection of evidence and enforcement procedures and protocols is an asset
- Excellent customer service, communication, organizational, and time management skills
- Experience with Geographic Information Systems and Microsoft Office Suite
- Valid Ontario driver's license

## Duties and Responsibilities

- Assist applicants as they navigate the permit application process under the *CA Act* and Regulation
- Review permit applications and draft permits under the *CA Act* and Regulation, while meeting internal deadlines and standards
- Conduct permit compliance inspections
- Review *Drainage Act* applications to ensure the *CA Act* and the Regulation is addressed and is in accordance with the *Drainage Act* and *CA Act* protocol
- Investigate complaints and violations of the *CA Act* and the Regulation, and negotiate resolutions where appropriate
- Liaise with Conservation Authority solicitors, staff, and the board in support of charges; serve summons and appear in court to represent SVCA
- Prepare and present reports to the Authority or its Executive Committee regarding matters pursuant to the *CA Act* and the Regulation, including hearings
- Prepare compliance, general inquiry, and other letters for the public and various agencies
- Undertake site inspections to obtain, examine, and analyze field data related to flooding and erosion hazards, wetlands, and watercourse parameters
- Identify and delineate floodplains, erosion prone lands, dynamic beaches, steep slopes, and wetlands
- Review professionally prepared drawings, reports, and technical papers
- Attend council meetings, site meetings, Ontario Land Tribunal proceedings, court proceedings, and public meetings as require
- Liaise with municipal building officials, planning departments and municipal clerks related to zoning/building matters
- Maintain accurate and complete records of all communications, notes, maps, review fees, documents, and photographs related to reviewed files
- Assist with incorporating department data into the Authority's Geographic Information System
- Keep up to date on, and contribute to, the development of department policies, procedures, and projects
- Collaborate with department staff to ensure consistency and accuracy of review, while training and expanding experience of all staff
- Responsible for working safely and in compliance with all SVCA Health & Safety Policies
- When needed, participate in the review of Planning Act applications and make recommendations to the approval authority

## Work Environment and Conditions

This position is comprised of field and office work. Work performed in the field occurs during all seasons. The outdoor fieldwork will require physical effort (e.g., navigating uneven terrain).

Travel is normally within the Saugeen watershed, however, additional meetings outside of the watershed may be required.

#### Location

SVCA's Administrative Office, 1078 Bruce Road 12, Formosa, Ontario

#### Wages & Benefits

- 37.5 hours per week, full-time, 16-month temporary contract with possibility of term adjustment, based on the duration of leave
- Salary range: \$68,921 to \$82,038, prorated for the length of the contract
- Additional 4% in lieu of vacation pay
- Optional enrolment in OMERS pension plan

#### Start date:

As soon as possible

#### Closing date for applications:

Tuesday, April 14<sup>th</sup>, 12:00pm

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

Human Resources, Saugeen Valley Conservation Authority

[careers@svca.on.ca](mailto:careers@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 \_REGOFCONT26 (e.g. John.Smith\_REGOFCONT26.pdf).

We thank all applicants for their interest, however only those selected for an interview will be contacted. Saugeen Conservation does not use AI to screen, assess or select applicants. This posting is for an existing position.

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).