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## **Environmental Planner / Regulations Officer** **(Maternity leave contract to April 27, 2018)**

### **General Description:**

The Environmental Planner / Regulations Officer is responsible for the LTC municipal planning program and delivering and enforcing the Section 28 Regulations Program.

### **Key Duties:**

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Implement the plan input and review program by:
  - a) Undertaking background environmental review of planning applications, including subdivisions, consents, minor variances, site plans, zoning by-laws and official plans (and amendments);
  - b) Coordinating LTC review of stormwater management plans, lot grading and drainage plans, environmental impact studies, etc.;
  - c) Preparing recommendations and letters to municipalities, responding to planning applications; and
  - d) Ensuring that the records and filing system (both conventional and computer) for the planning and regulations program are maintained.
3. Administer the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation which includes but is not limited to:
  - a) review and processing of applications;
  - b) preparing staff reports for the LTC Hearings Committee; and
  - c) ensuring that the records and filing system (both conventional and computer) for the regulations program are maintained.
4. Provide enforcement of Lower Trent Conservation's regulations made under the authority of Section 28 of the *Conservation Authorities Act*.
5. Incorporate LTC comments on planning applications with respect to fisheries and aquatic species at risk reviews, as required, in accordance with any agreements with Department of Fisheries and Oceans and other ministries/agencies.
6. Represent the LTC at OMB Hearings and Mining and Lands Commissioner Hearings, as required.

7. Prepare digital maps, using GIS software, as needed, to support LTC review of planning and regulations decisions and in response to external requests.
8. Conduct field investigations relating to planning, regulations and other watershed management programs.
9. Respond to real estate and public inquiries regarding development proposals.
10. Respond to information requests from consultants, other agencies and the public for planning and environmental information.
11. Assist and provide input to the development of long term planning documents for the LTC (e.g., natural heritage strategy, shoreline management plans, watershed plans, etc.)
12. Liaise with municipal staff and other agencies, as required.
13. Assist and participate in education and outreach activities, where appropriate and as assigned.
14. Assist in hiring and supervising contract, student and special employment program staff and ensure accurate work sheets are completed and submitted.
15. Adhere with all LTC policies and procedures.
16. Undertake other related duties as required, and as assigned by the supervisor or CAO.

**Qualifications** (*Less qualified applicants may be considered on an underfill basis*):

- Post-secondary education in planning, environmental planning, geography, environmental studies or related discipline required.
- Sound understanding of and working experience with the municipal land use planning system in Ontario required.
- Provincial Offences Officer designation or experience with permitting and enforcement would be an asset.
- Minimum 3 years working experience in environmental planning
- Ability to communicate effectively both orally and in writing required.
- Ability to work to deadlines and adjust to multiple job tasks.
- Understanding of flood plains and flood plain management principles preferred.
- Ability to work outdoors in adverse conditions required.
- Ability to use maps and air photos required.
- Understanding and use of ESRI Geographic Information Systems software preferred.
- Valid driver's licence for the Province of Ontario.

**CONDITIONS OF EMPLOYMENT:**

Maternity Leave Contract to April 27, 2018 ■ full-time (40 hours/week) ■ \$58,354 - \$68,652 annually

**HOW TO APPLY:**

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked “Environmental Planning & Regulations Officer”, along with your resume by Tuesday, April 4, 2017 at 4pm to:

Janet Noyes, Manager, Development Services & Water Resources  
Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4  
Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

- Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code.
- Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.
- Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

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