



## **Internal/External Job Posting Regular Full-Time Bargaining Unit Position Regulations Officer**

### **Who we are**

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

### **Who you are**

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

### **Why work for us**

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

### **Overview of the opportunity**

The Regulations Officer is responsible for compliance activities of the Conservation Authority Act regulation made under Section 28 for the Grand River Conservation Authority. This includes inspection of sites subject to the regulation to ensure permit conformance, investigation of complaints and violations and enforcement of the Conservation Authorities Act through the Provincial Court. Liaison with internal staff, municipal and agency staff is an important component of this position. The Regulations Officer reports to the Supervisor of Regulations.

### **What you'll do:**

- Review and process applications received for permissions under Section 28 of the Conservation Authorities Act in accordance with Ontario Regulation 41/24: Prohibited

Activities, Exemptions, and Permits. The Regulations Officer will process applications, including evaluation of the permits for policy compliance, and the administration of the permit process. Prepare correspondence to respond to general inquiries.

- Inspect works in progress or completed under permit from the Grand River Conservation Authority to ensure compliance with plans, specifications and conditions. Issue violation notices to document any deficiencies and variances. Determine appropriate measures or recommend a course of action required to bring the project in to conformance.
- In consultation with the Supervisor of Regulations investigate complaints and violations of Section 28 of the Conservation Authorities Act in accordance with Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. Negotiate and consult with landowners on remediation plans and/or permit applications to resolve violations..
- Co-ordinate the Conservation Authority inspections and complete or assist with investigations and enforcement actions to ensure compliance of Section 28 of the Conservation Authorities Act in accordance with Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The Regulations Officer will operate in accordance with acceptable procedures and protocols.
- Enforcement of Section 28 of the Conservation Authorities Act in accordance with Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. This includes implementation or assistance with the Conservation Authority process up to and including full prosecution of a violation and court ordered remediation.
- Liaise with Conservation Authority solicitors, staff and the Board in support of charges. Serve summons and subpoenas and appear in court to represent the Grand River Conservation Authority.
- Provide guidance to staff, and others for administration of inspection, investigation or enforcement of Section 28 of the Conservation Authorities Act in accordance with Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits, and prepare reports on these activities.
- Develop and maintain Conservation Authority enforcement guidelines, policies and protocols in consultation with staff.
- Attend as the Authority representative multi-disciplinary and/or multi-agency meetings and committees relating to enforcement of regulations. Liaise with regulatory and planning officials at municipal, provincial and federal levels.
- Co-ordinate and assist staff and technical experts in the review, preparation or presentation of evidence, position statements or reports related to the enforcement of Section 28 of the Conservation Authorities Act in accordance with Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. Conduct communication and outreach activities that generate an understanding of the Conservation Authority Act and build support within the local communities for the health and enhancement of our watershed's natural resources.
- Attend as the representative of the Authority appeals before the Ontario Land Tribunal or cases before the Provincial courts.

## Education

- Degree in Geography, Environmental Science, Law/Enforcement or a related discipline

## Experience

- Minimum three years of relevant work experience
- Knowledge and experience of legal procedures related to the collection of evidence, inspection, investigation and enforcement procedures and protocols.
- Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, and interpretation in the field. Must be able to read and

comprehend construction and grading plans and technical reports such as Environmental Impact Statements, Stormwater Management Reports, erosion and sediment control plans, Subwatershed Plans, Geotechnical and Hydrogeological studies and relate them to current policies, guidelines and objectives.

- A working knowledge of environmental legislation, permit approval processes, planning policies and statements and some technical guidelines.
- Ability to interpret policies and apply policy to specific applications. Knowledge or experience with the Conservation Authorities Act and natural hazard regulations e.g. Ontario Regulation 41/24, Building Code Act or municipal by-law compliance is considered an asset.
- Current designation as a Provincial Offences Officer or eligibility for designation. A satisfactory Criminal Record Check is required prior to starting in this position.
- Excellent communication skills, both written and oral with strong negotiation and facilitation skills.
- Applicants must have a strong background and related job experience with the Microsoft Office software suite and use of digital mapping software.
- Knowledge of the Occupational Health and Safety Act.
- A valid driver's license.

## **Competencies**

### **Professional Judgement**

Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the interests of both internal and external stakeholders, when dealing with complex files.

### **Integrity/Ethics**

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups.

### **Goal/Action Oriented**

Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in project management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

### **Team Work**

Interacts with people respectfully and effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability to build partnerships with stakeholders and staff. Exceptional internal communications skills are needed for staff relations, working inter-departmentally with respect to communications and marketing needs and to provide support to other programs within the GRCA.

### **Customer Focus**

Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with

municipal planning, building department and bylaw partners, other related law enforcement agencies, stakeholders, etc.

### **Compensation and Benefits**

- Pay range starting at \$39.78 per hour/35 hours per week
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

### **Approximate Start Date: May 2025**

To Apply: Please send a resume, cover letter and resume to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format and quote "Regulations Officer" in the subject line.

**Deadline for Applications:** 4:00pm May 9, 2025

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.