

EMPLOYMENT OPPORTUNITY

Regulations Officer



Your Opportunity

The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based environmental organization. We are dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach.

Reporting to the Senior Manager, Planning and Water Resources, the Regulations Officer is responsible for the administration and enforcement of Ontario Regulation 41/24 (Prohibited Activities, Exemptions, and Permits Regulation) under Section 28 of the Conservation Authorities Act. Responsibilities include but are not limited to:

- Review, evaluate, and issue permissions under Ontario Regulation 41/24, made under Section 28 of the *Conservation Authorities Act*, meeting deadlines/standards
- Respond to, in a timely manner, public complaints and inquiries regarding regulatory requirements and application permission processes
- Provide technical review and processing of inquiries as directed
- Gather background information and research for regulation applications and coordinate pre-consultation with proponents to support complete applications
- Perform site visits/inspections
- Communicate initiatives and report to the CAO, Board of Directors, municipalities, interest groups and community as directed
- Prepare documents and materials, as required, to ensure that the interests of the NBMCA are appropriately represented at public meetings, committees, and hearings. Attend appeals before the Ontario Land Tribunal or cases before the Provincial Courts
- Ensure effective communication, information sharing and excellent customer service concerning lands subject to Ontario Regulation 41/24
- Act as an enforcement officer in implementing Ontario Regulation 41/24 including investigating complaints/violations and resolving where appropriate, etc. Act as a designated Enforcement Officer as per Section 30.1 of the Conservation Authorities Act, including carrying out investigations, issuing violation notices, developing compliance agreements, etc.
- Assist in relevant duties of coordinating and assembling policies and procedures, public consultation, mapping, checklist preparation, planning and Section 28 permits applications intake and file management, revision and completion, database entry, fee collection, etc. Keep accurate digital compliance records; evaluate trends and prepare summary reports; and make program recommendations
- Work in cooperation with other teams at NBMCA to assist with other programs as needed including flood-related, and Conservation Authorities Act changes and deliverables
- Other duties as assigned.

Your Qualifications

- Degree in environmental planning, environmental sciences, geography or related discipline
- Minimum of 5 years of relevant experience
- Current designation as a Provincial Offences Officer or eligibility for designation or willing to take
- Regulations training, i.e. Conservation Authority Compliance Level 1 and 2 considered an asset
- A satisfactory police records check (Criminal and Judicial Matter Check) is required
- Working knowledge of the Conservation Authorities Act Section 28 and related Regulations considered an asset
- Working knowledge of environmental legislation, permit approval process, planning statements

and technical guidelines such as storm water management

- Knowledge of water and environmental management principles and practices: municipal planning, federal, and provincial legislation
- Ability to understand technical reports such as Environmental Impact Statements, stormwater management reports, subwatershed plans
- Experience with computer programs including MS Office Suite (Excel, Word, PowerPoint), Adobe Acrobat
- Excellent organizational, verbal and written communication skills
- Ability to work with limited supervision including field/site visits and maintain confidentiality
- Strong attention to detail, excellent organizational and time management skills
- Ability to work with GIS software products is an asset
- A positive and professional demeanor, with a passion for supporting and enabling a talented team
- Demonstrated ability to work in a fast-paced environment, while meeting daily deadlines and maintaining accuracy
- Ability to prioritize workload and to work effectively and efficiently with minimal supervision, infrequent on-call to support programs including flood control
- Valid MTO "G" driver's license with a clean driving record.

Your Reward

Salary range of \$42.30 to \$49.48 per hour.

Full-time position.

You will work with a creative, talented and solutions-focused team.

Benefits package and participation in the OMERS defined benefit pension plan.

Free access to NBMCA parks.

To Apply

Please send your resume and cover letter no later than **Wednesday May 22, 2024 at 4:30pm (Eastern Standard Time) to:**

Email: jobs@nbmca.ca

Attention: Human Resources

North Bay- Mattawa Conservation Authority, 15 Janey Avenue, North Bay, ON P1C 1N1

Our Mission

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

Our Vision

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

Our Values

- **Action:** Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- **Collaboration:** Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- **Innovation:** Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- **Transparency:** Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.

- Integrity: Ensure that actions or decisions do not compromise our fundamental values or principles.

We thank all applicants for their interest; however only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.