



Job Description – Conservation Planner

Status:

Full time, Permanent

Summary:

Reporting to the Manager, Watershed Planning, Stewardship & Ecological Services, the Conservation Planner supports the achievement of HCA's strategic goals and objectives related to water resources and natural hazard management, natural heritage conservation, and sustainable land use planning and development. The Conservation Planner is responsible for supporting the administration of the Hamilton Conservation Authority's (HCA) *Regulation of Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses* (Ontario Regulation 161/06), and for assisting with the review of development proposals submitted under the *Planning Act, Environmental Assessment Act, and Niagara Escarpment Planning and Development Act*. The Conservation Planner works closely with other Watershed Management Services Division staff in carrying out their duties, and provides advice and expertise to support other HCA program areas and projects as required.

Duties & Responsibilities:

- **Administration of HCA's *Regulation of Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses* (Ontario Regulation 161/06)**
 - Respond to enquiries from the general public, municipal staff, consultants, solicitors, etc. for information regarding HCA's Regulation, application requirements, policies, etc.
 - Review permit applications submitted under HCA's Regulation, including technical reports and construction drawings, for conformity with HCA and Provincial natural hazard policies
 - Coordinate input on permit applications from other HCA technical staff
 - Recommend the issuance or denial of permits based on policy compliance
 - Prepare monthly summaries and reports of permits issued under HCA's Regulation for HCA Board of Directors meetings
 - Participate in site visits as part of pre-consultation on permit applications

- **Enforcement of HCA's *Regulation of Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses* (Ontario Regulation 161/06)**
 - Conduct site visits and inspections to ensure compliance with permits issued under HCA's Regulation
 - Investigate potential non-compliance issues reported by members of the public
 - Issue Violation Notices related to non-compliance and conduct follow-up inspection and monitoring to ensure compliance with issued permits and conditions
 - Initiate prosecutions and support court proceedings for permit violations that can not be resolved through voluntary compliance
- **Coordinate review and response to development applications**
 - Undertake the review and response to proposed policy amendments and development permit applications circulated to HCA by the Niagara Escarpment Commission under the Niagara Escarpment Planning and Development Act / Niagara Escarpment Plan
 - Undertake the review and response to projects circulated to HCA by municipalities, provincial ministries/agencies, utilities, etc., under the Environmental Assessment Act
 - Undertake the review and response to applications circulated to HCA by municipalities under the Planning Act including, official plan amendments, zoning by-law amendments, site plans, consents, and variances
 - Participate in site visits as required in support of the review of planning applications and development proposals
- **Other Duties**
 - Provide technical review and advice as necessary to support projects and initiatives undertaken by other HCA Divisions
 - Support the development and review of policies for HCA's Regulation and planning programs, and prepare informational/educational resources to support the administration of these programs
 - Conduct site visits and attend meetings in support of carrying out duties, and represent HCA on various external committees and initiatives when required
 - Other duties as required or assigned

Qualifications:

- A university degree or college diploma in natural resources management, environmental studies, planning, geography or related field and a minimum of three (3) years related work experience.
- Working knowledge of land use planning and natural resources management legislation, regulations and policies including *the Conservation Authorities Act, Planning Act, Provincial Policy Statement and Provincial Plans, Environmental Assessment Act, and Niagara Escarpment Planning and*

Development Act, along with practical experience applying this knowledge in the review of related development applications

- Knowledge of *Provincial Offences Act*, and legal procedures related to the collection of evidence and regulatory enforcement is required, and completion of Conservation Authority Provincial Offences Officer Level 1 training or equivalent enforcement training is considered an asset
- Understanding of principles and approaches related to land use planning, natural resources management, ecology, environmental impact assessment, hydrology, fluvial geomorphology, stormwater management and erosion and sediment control
- Experience reviewing and interpreting technical plans and engineering drawings (i.e. site plans, grading and drainage plans, construction drawings, etc.)
- Excellent written and oral communication skills, and the ability to work effectively with a broad range of stakeholders
- Strong problem-solving and analytical skills
- Positive team player capable of self-directed, independent work
- Strong time management skills and ability to balance multiple files and priorities
- Ability to work outdoors to conduct site investigations in variable terrain and weather conditions
- Possess a valid Ontario driver's license
- Proficient with the use of Microsoft Office software suite including Microsoft Word, Excel, and PowerPoint, and experience working with Geographic Information Systems (GIS)

Working Conditions:

The Conservation Planner will be based at Woodend, the HCA's main office location. However, considerable time will be spent conducting site visits and inspections on properties throughout the watershed. Working hours will total 37.5 per week, Monday through Friday inclusive with the additional requirement of evening meetings and occasional work on weekends.

Income Level:

The income for this position is salary classification S7 (\$68,154 - \$85,193). Progression will be based on merit and is considered on an annual basis. Yearly cost-of-living adjustments (COLA) may also be considered.

Benefits:

This position is eligible for benefits as outlined in the Conservation Authority's Personnel Policy as it pertains to a full-time position. Most benefits become effective after the 3-month probation period (health, dental, disability insurances and life insurance); however, the defined contribution pension plan requires 1 years' service.