



## MANAGER OF CONSERVATION LANDS – PERMANENT, FULL-TIME

Grey Sauble Conservation Authority is seeking to fill the position of Manager of Conservation Lands.

### Who are we?

Grey Sauble Conservation Authority (GSCA) is one of Ontario's 36 conservation authorities dedicated to protecting, restoring and enhancing our local natural environment. GSCA is a community-based environmental agency which owns and manages 11,734 hectares (28,995 acres) of some of the most scenic and environmentally sensitive lands in Ontario. For over 60 years, GSCA has been offering local renewable natural resource programs and services to its watershed municipalities and landowners. We care for the five major watersheds and several lake fringe watersheds within Grey and Bruce Counties. We are inspired to make a difference and we work to inspire a strong appreciation for nature within our communities.

### Who are you?

You are dedicated and enthusiastic about environmental management, ecological integrity, and supporting a positive visitor experience on GSCA lands. You have a strong understanding of property and resource management, demonstrated leadership and sound decision-making skills. You possess an outgoing personality that allows you to work effectively with multiple partners, stakeholders, and team members. You want a career that allows you to make a difference in your community.

### Why work for us?

GSCA's Administrative Office is situated on over 200 hectares of pristine natural wilderness, complete with over seven kilometres of hiking trails and one of southern Ontario's most magnificent waterfalls. We offer competitive public sector pay; excellent employee benefits program; and enrollment in the Ontario Municipal Employees Retirement System (OMERS) pension fund. Joining GSCA means that you will be part of a small, friendly, and closely-knit team. You will have direct access to the support and extensive knowledge of these individuals who share common goals and a passion for nature.

### Summary of Functions

Reporting directly to the Chief Administrative Officer, this position directs all policy, strategic development and overall management of GSCA's land holdings. The position is expected to develop and maintain an effective program to ensure that GSCA's lands and facilities are managed sustainably for the long term.

### ELIGIBILITY REQUIREMENTS

- Graduation from a post-secondary institution in resource management, life sciences, geography, environmental science, or a similar discipline.
- Valid Class 'G' Ontario driver's license (condition of employment)
- Minimum of ten (10) years' experience in land and/or natural resource management, including:
  - Managing the use and development of land resources including conservation lands.
  - Familiarity with title searching, land registry and land appraisal processes and with land use planning principles and mechanisms.
  - Demonstrated knowledge of the principles and practices of natural resource management.
- Minimum of five (5) years' experience in a supervisory capacity.

- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- A good understanding of creating tender packages, and a basic understanding of construction practices and requirements for capital projects for trails, buildings and roads.
- An understanding of the development of sound policy and guidelines frameworks and experience in writing and implementing policies.
- Familiarity with relevant legislation, including the Conservation Authorities Act, Niagara Escarpment Planning and Development Act, Trespass to Property Act, Occupiers Liability Act, Occupational Health and Safety Act and related regulations and codes.
- An understanding of property tax documents and available incentive programs.
- General expertise to recognize and understand local wildlife, plants and habitats.
- It is considered an asset to have:
  - Provincial Offences Officer law enforcement training, designation and experience.
  - Ontario Wetland Evaluation System accreditation.
  - Ecological Land Classification System accreditation.

### SUMMARY OF MAJOR TASKS

- Lead and manage the Conservation Lands Management Department.
- Create and manage annual departmental budget and operational workplan.
- Develop and manage GSCA's lands and facilities related policies and strategies.
- Manage and oversee administration of agreements, leases, licenses, and easements related to GSCA's land holdings.
- Provide advice and expertise to other staff on matters related to GSCA properties and natural and cultural heritage values.
- Monitor property usage and develop management plans to accommodate property uses, financial sustainability, and ecological integrity.
- Manage collaborative Forest and Trails partnership with the County of Grey.
- Liaise and work with partners and stakeholders to identify and protect lands for conservation purposes and natural heritage values.
- Other duties and projects as appropriate to the position and listed in the full position description.

### ADDITIONAL INFORMATION

This position works 35 hours, Monday to Friday with occasional evenings and weekends required. A full listing of the position requirements and responsibilities is available on Grey Sauble Conservation Authority's website.

**Starting salary:** \$70,889 plus benefits

**Forward resume by April 3, 2020 to:**

Grey Sauble Conservation Authority  
 237897 Inglis Falls Road  
 Owen Sound, ON N4K 5N6  
 Email: [jobs@greysauble.on.ca](mailto:jobs@greysauble.on.ca)

**Both a resume and cover letter are required. Please quote "Manager of Conservation Lands" on resume and cover letter. Resumes/letters submitted electronically must be submitted in pdf format.**

Anticipated Start Date: May 18, 2020

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.

**Position Title:            **Manager of Conservation Lands****

**Purpose of Position:**

To manage GSCA's own lands and more broadly GSCA's lands-related policies and strategies across the watershed such that GSCA:

- Provides recreation and healthy living opportunities for people,
- Protects natural and cultural heritage, including habitats for wildlife and plant species and,
- Works with partners and stakeholders to identify and protect lands for conservation.

To ensure that GSCA's own lands and facilities are managed sustainably for the long term, and that they enable and support the work of other departments, such as Forestry, Water Management and Conservation Education.

**Reporting Relationship:**

Reports to the Chief Administrative Officer

**Job Requirements:**

**a) Education**

- Graduation from a post-secondary institution in resource management, life sciences, geography, environmental science, or a similar discipline.

**b) Technical Knowledge**

- Minimum of ten (10) years' experience in land and/or natural resource management, including:
  - Managing the use and development of land resources including conservation lands.
  - Familiarity with title searching, land registry and land appraisal processes and with land use planning principles and mechanisms.
  - Demonstrated knowledge of the principles and practices of natural resource management.
- Minimum of five (5) years' experience in a supervisory capacity.
- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- A good understanding of creating tender packages, and a basic understanding of construction practices and requirements for capital projects for trails, buildings and roads.
- An understanding of the development of sound policy and guidelines frameworks and experience in writing and implementing policies.
- Familiarity with relevant legislation, including the Conservation Authorities Act, Trespass to Property Act, Occupiers Liability Act, Occupational Health and Safety Act and related

regulations and codes.

- An understanding of property tax documents and available incentive programs.
- General expertise to recognize and understand local wildlife, plants and habitats

**c) Skills**

- Demonstrated leadership and good judgement
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication.
- Demonstrated fiscal effectiveness.
- Sound decision-making and the ability to balance competing priorities, deal with ambiguities and take risk mitigation and political implication into account.
- Demonstrated ability to work in a team and to develop and leverage working relationships and partnerships to influence and support the Authority's desired outcomes
- A focus on customer service, results and continuous improvement.
- Strong organizational skills.
- Valid Ontario Class "G" Drivers License.
- Designation or the ability to become designated as a Provincial Offences Officer.
- It is considered an asset to have:
  - Provincial Offences Officer law enforcement training, designation and experience.
  - Ontario Wetland Evaluation System accreditation.
  - Ecological Land Classification System accreditation.

**Responsibilities:**

**1. Lead and Manage the Conservation Lands Management Department (10%)**

- 1.1. Lead, supervise and motivate department staff, including the identification of the skills needed, skills improvement and succession planning for staff and own position.
- 1.2. Propose department program(s), including their performance measures and targets, and track results.
- 1.3. Create annual budget and operational plan.
- 1.4. Attend Authority Board of Directors, local Municipalities and Counties Councils meetings to advise and provide comments regarding various conservation lands management issues.
- 1.5. Work with the Finance Coordinator to apply for and supervise special funding and employment programs related to the department.

**2. Manage GSCA Lands and Facilities Policies and Strategies (60%)**

- 2.1. Propose updates and improvement to policies, standards and guidelines for the department, to better achieve the desired outcomes of the Authority.
- 2.2. Manage collection and documentation of GSCA properties' characteristics and wildlife/plants data and information (e.g. species at risk, invasive species, habitat types) and manage

properties' and sub-property classifications.

- 2.3. Provide advice and expertise to other departments about wildlife, plants, habitats and lands.
- 2.4. Create and update Management Plans for all properties, with the input of partners and stakeholders, including future target states, site plans, and current and future permitted uses.
- 2.5. Monitor properties' uses and ongoing users' input.
- 2.6. Provide the target asset state (including input from Management Plans) and multi-year capital investments needed for the development and updates of the Authority's Asset Management Plan, in conjunction with the Operations Manager, who will provide operational and maintenance components.
- 2.7. Work cooperatively with the Operations Manager to implement Property Management Plans and Asset Management Plan.
- 2.8. Work with other Coordinators to identify and support how lands and facilities can be used to further the Authority's desired outcomes.
- 2.9. Liaise with interest groups regarding properties use and improvements, including opportunities and issues such as trail re-routes, maintenance, agreements and insurance (e.g. "friends of" groups, ski clubs, sportspersons, naturalists, Bruce Trail Conservancy, etc.)
- 2.10. Review all property tax assessments and seek to correct errors, and work cooperatively with the Forestry Coordinator to keep properties in appropriate tax status, such as under the Conservation Lands Tax Incentive Program, the Community Conservation Lands Program, or the Managed Forest Tax Incentive Program.
- 2.11. Manage the approach by which the Authority updates the permitted uses of Authority-owned lands, make staff reports and recommendations for changes, and deliver or work with other Coordinators on the implementation (e.g. board motions, signage, communication).
- 2.12. Manage fees and funding requests to ensure financial sustainability.
- 2.13. Tender or negotiate and manage all GSCA property agreements, easements, leases and rentals, with support from Authority staff.
- 2.14. Design and hone the compliance monitoring approach, in cooperation with the Operations Manager, for the use of properties and enforcement of Conservation Authority regulations and assist with delivery as/if required.
- 2.15. Provide policy guidance of GSCA's risk management approach and documentation in cooperation with the Operations Manager. Maintain and improve emergency and incident procedures and reporting.
- 2.16. Work with the Finance Coordinator to provide input on required insurance coverages and the characteristics of the uses, lands and facilities that will be insured.
- 2.17. Develop the program of major capital contracts for lands and facilities, including input from Operations Manager and other Coordinators, tender documents and the management of tender awards. Provide contract administration information to Operations Manager and support him/her as needed during the contract delivery.
- 2.18. Maintain central organized file and data structures in alignment with GSCA's overall IT Policies and keep documentation for all of GSCA properties, including deeds, property registers, survey records, management plans, use agreements (e.g. trapping, pavilion rentals, agricultural leases), issues, correspondence, risk inspection results, etc.

### **3. Manage County of Grey Forest and Trail Properties (10%)**

- 3.1. Under the contract with the County of Grey, carry out duties and deliverables as assigned, in conjunction with the Operations Manager, such as:
  - 3.1.1. Liaison and communication with County of Grey staff.
  - 3.1.2. Ensuring the effective management of County of Grey forest and trails lands and infrastructure,
  - 3.1.3. Oversee and carry out by-law compliance monitoring and enforcement.

### **4. Work with partners and stakeholders to identify and protect lands for conservation (15%)**

- 4.1. Develop and improve land acquisition and disposition policies and strategies.
- 4.2. Working with watershed partners and stakeholders, identify properties across the watershed for conservation, and work cooperatively and innovatively to identify how and who will acquire or otherwise protect natural areas within the watershed.
- 4.3. Coordinate the Authority's land acquisition and disposition, including appraisals, negotiations, grants, and incentives.

### **5. Other (5%)**

- 5.1. Respond to public and staff inquiries as required.
- 5.2. Participate on selected working groups and committees to represent the Authority.
- 5.3. Assist with other departments as required (e.g. flood monitoring/prevention activities).
- 5.4. Support GSCA corporate endeavours as required.
- 5.5. Other duties may be assigned.

### **Working Conditions**

- Primarily working in the Administration Centre with frequent contacts with other staff, club representatives, other government representatives, special interest groups and the public.
- Frequent site visits including navigation through rough terrain, during all seasons and all weathers, including visits to habitats, trails and field facilities.
- Frequent schedule adjustments to accommodate meetings with public, interest groups, lessees, neighbours, etc. outside core working hours.
- Infrequent out of watershed meetings.

**Updated:** February 27, 2020