

MANAGER OF ENVIRONMENTAL PLANNING – PERMANENT, FULL-TIME

Grey Sauble Conservation Authority is looking to fill the position of Manager of Environmental Planning.

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 a positive client service experience. You are an experienced manager with a strong understanding of natural hazards and watershed management principals, proven leadership ability and sound decision-making skills. You have 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 kilometers of hiking trails and one of southern Ontario's most magnificent waterfalls. We offer competitive public sector pay. We offer an excellent employee benefits program and enrollment in the Ontario Municipal Employees Retirement System (OMERS) pension fund. With a small, closely knit staff, you will know your co-workers by name, will make fast friends, and will have direct access to the considerable knowledge of these individuals.

Summary of Functions

Reporting directly to the Chief Administrative Officer, this position oversees and manages all aspects of the Environmental Planning and Regulations Program for the Conservation Authority, including effective and successful management of Departmental Staff, Departmental budget, municipal land use planning activities and the Authority's development permit process.

ELIGIBILITY REQUIREMENTS

- Graduation from a post-secondary institution in environmental planning, geography, environmental science, water resources or a similar program area.
- Membership or eligibility for membership in the Canadian Institute of Planners or the Professional Engineers Ontario considered an asset
- Valid Class 'G' Ontario driver's license (condition of employment)
- Minimum 5 years of experience in a supervisory capacity, including developing and continuously improving programs and/or services.
- Demonstrated leadership and good judgement
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication.

- Demonstrated fiscal accountability and 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.
- Thorough understanding of watershed management principles
- Thorough understanding of natural hazards and natural heritage policy and implementation guidelines
- Demonstrated understanding of the role and mandate of Conservation Authorities
- Ability to competently read, understand and interpret aerial/ortho photos, maps, and development plans
- Working knowledge of Microsoft Office and G.I.S.
- Minimum of 10 years of directly related environmental planning and/or land use planning experience
- Experience developing and implementing policy and procedure documents.
- It is considered an asset to have Provincial Offences Officer law enforcement training, designation and experience.

SUMMARY OF MAJOR TASKS

- Lead, supervise and motivate department staff, including the identification of the skills needed, hiring, performance management and succession planning.
- Oversee department programs(s), including their desired outcomes, performance measures and targets.
- Create annual budget and operational plan goals and manage in-year and yearend financial targets.
- Provide review and provide comment to municipalities and approval agencies on development proposals such as severances, subdivisions, official plans and amendments, zoning by-laws and amendments, minor variances, etc.
- Prepare hazard mapping and policies for inclusion in municipal planning documents and provide input on natural heritage issues where agreements exist.
- Oversee the technical review of applications, prepare permits and manage client service timelines.
- Oversee the investigation and enforcement of violations under the Conservation Authority's Development regulations.

ADDITIONAL INFORMATION

This position works 35 hours, Monday to Friday. Some evenings and weekends required.

Anticipated Start Date: April 5, 2021

Starting salary: \$72,000 plus benefits

Forward Resume and Cover Letter by February 25, 2021 to:

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

Please quote "Manager of Environmental Planning" on resume and cover letter. Resumes and cover letters must be submitted electronically in pdf format.

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 Environmental Planning**

Purpose of Position:

To oversee and manage all aspects of the Environmental Planning and Regulations Program for the Conservation Authority, including effective and successful management of Departmental Staff, Departmental budget, municipal land use planning activities and the Authority's development permit process.

Reporting Relationship:

Reports to the Chief Administrative Officer

Job Requirements:

a) Education

- Graduation from university or college in environmental planning, geography, environmental science, water resources or a similar program area.
- Membership or eligibility for membership in the Canadian Institute of Planners or the Professional Engineers Ontario.

b) Technical Knowledge

- Minimum 5 years of experience in a supervisory capacity, including developing and continuously improving programs and/or services
- Thorough understanding of watershed management principles
- Thorough understanding of natural hazards and natural heritage policy and implementation guidelines
- Demonstrated understanding of the role and mandate of Conservation Authorities
- Ability to competently read, understand and interpret aerial/ortho photos, maps, and development plans
- Working knowledge of Microsoft Office and G.I.S.
- Minimum of 10 years of directly related environmental planning and/or land use planning experience
- Knowledge of health and safety procedures
- Experience developing and implementing policy and procedure documents.

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 accountability and 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.
- Demonstrated ability to schedule and execute effective workplans.
- Strong interpersonal and organizational skills
- Rely on extensive experience and judgement to plan and accomplish goals.
- Valid Ontario Class "G" Driver's License.
- Designation or the ability to become designated as a Provincial Offences Officer under the Conservation Authorities Act.

Responsibilities:

a) Lead Environmental Planning Department (30%)

- Lead, supervise and motivate department staff, including the identification of the skills needed, hiring, performance management and succession planning.
- Oversee department program(s), including their desired outcomes, performance measures and targets
- Create annual budget and operational plan goals and manage in-year and yearend financial targets
- Attend authority board meetings, local municipalities and county councils and stakeholder meetings as necessary to advise and provide input on land use planning matters
- Work with the Manager of Financial and HR Services to apply for and supervise special funding and employment programs related to the department and seek external funding program supports when available.
- Work with Managers/Coordinators to identify where Environmental Planning Department can further GSC's desired outcomes and provide advice to other departments.
- Propose updates and improvement to policies and procedures for the department to better achieve GSC's desired outcomes, including seeking the input of partners and stakeholders.
- Adhere to GSC's policies and procedures, including harassment, discrimination, and personnel policies.
- Participation in GSC's risk management activities, including ensuring Occupational Health and Safety is fully implemented in the department.
- Ensure complete and central organized file and data structures for the department.
- Support Water Resource Management flood forecasting, as necessary.

b) Plan Input and Review (35%)

- Provide review and provide comment to municipalities and approval agencies on development proposals such as severances, subdivisions, official plans and amendments, zoning by-laws and amendments, minor variances, etc.
- Prepare hazard mapping and policies for inclusion in municipal planning documents and provide input on natural heritage issues where agreements exist.

- Coordinate updates to natural hazard mapping.
- Provide input to municipalities on Official Plan policies and comprehensive zoning by-laws.
- Respond to requests for information concerning the status of natural hazard areas on individual properties.
- Attend hearings, as necessary, to provide expert testimony on natural hazard issues.

c) Development Regulations (30%)

- Oversee the technical review of applications, prepare permits and manage client service timelines.
- Oversee the investigation and enforcement of violations under the Conservation Authority's Development regulations.
- Review mapping and policy changes associated with these regulations.
- Respond to requests for information concerning the status of regulated areas on individual properties.
- Attend hearings, as necessary, as an officer and/or an expert witness.

d) Other Duties as Assigned (5%)

Working Conditions:

- Works in the Administration Centre with frequent out of office site inspections and meetings.
- Some evening and weekend work required.
- Infrequent out of watershed meetings, workshops and/or training sessions.

Contacts:

Regularly communicates with Authority staff, Board of Directors, municipal staff, local interest groups, organizations, landowners, contractors, and other government agencies.

Updated: February 3, 2021