



Forest and By-Law Officer (Grey County) CONTRACT, FULL-TIME

Grey Sauble Conservation Authority is seeking to fill the position of Forest and By-Law Officer (Grey County) for a two-year contract with possible extension.

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 nearly 70 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 forest management, ecological integrity, and supporting a positive client experience. 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 clients, 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 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

Working for Grey Sauble Conservation Authority and reporting to the Manager of Conservation Lands, this position administers the Grey County Forest Management By-Law and assists with technical aspects of forest management programs undertaken by the County of Grey as per a contract between GSCA and Grey County.

ELIGIBILITY REQUIREMENTS

- Graduation from a post-secondary institution in a forestry specific field or related field with equivalent experience.
- **Minimum of five (5) years' combined experience** between by-law enforcement and forest management.
- **Minimum of two (2) years' experience in forest resource management**, including:

- Marking trees for forestry operations.
- Preparing prescriptions for forest operations.
- Demonstrated knowledge of the principles and practices of sound forest management and good forestry.
- Cruising, data compilations, researching and writing forest management and operating plans.
- Monitoring forest health conditions to identify potential issues or threats to Grey County forests.
- **Minimum of two (2) years' experience in by-law enforcement**, including:
 - Review of harvest applications.
 - Compliance monitoring and enforcement.
- Valid Class 'G' Ontario driver's license (condition of employment)
- Be a Registered Professional Forester or Associate Registered Professional Forester in good standing in Ontario.
- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- A good understanding of creating tender packages.
- 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.
- 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.
 - Pesticide exterminator license – Forestry and Landscape
 - Standard First Aid certification

SUMMARY OF MAJOR TASKS

- Manage the review of forest harvest applications in conformity with the County of Grey Forest Management By-Law
- Monitor compliance with the County of Grey Forest Management By-Law and undertake enforcement action as necessary.
- Assist with tree marking of County of Grey forested properties.
- Assist with the preparation of tenders for forest operations on County of Grey forested properties.
- Develop management and operational plans for County of Grey forested properties.

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: \$65,629 per year (\$36.06 per hour)

Forward resume by Friday, July 10, 2026 at 4:30pm to:

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

Both a resume and cover letter are required. Please quote "Forest and By-Law Officer" on resume and cover letter. Resumes/letters submitted electronically must be submitted in pdf format.

Anticipated Start Date: August 10, 2026

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: **Grey County Forest and Bylaw Officer**

Purpose of Position:

To administer the Grey County Forest Management Bylaw and assist with all technical aspects of forest management programs undertaken by the County of Grey as per contract between Grey Sauble Conservation Authority (GSCA) and Grey County.

Reporting Relationship:

Reports to the GSCA Manager of Conservation Lands

Job Requirements:

a) **Education**

- Graduation from a post-secondary institution in a Forestry specific field or related field with equivalent relevant experience.

b) **Technical Knowledge**

- Minimum 5 years related experience.
- Knowledge of law enforcement techniques and procedures related to municipal by-law enforcement.
- Principles and practices of sound forest management to ensure sustained production of wildlife, fisheries and sensitive plant species.
- Knowledge of and field experience with cruising, marking and harvesting techniques.
- Marking certification.
- Air photo interpretation.
- Knowledge of local and provincial wood markets.
- Knowledge and experience with small equipment (chainsaws, wood-splitters, etc.).
- Experienced in the use of Microsoft Office programs and Geographic Information Systems (GIS), ability to read maps, and operate GPS equipment

c) **Skills**

- Pesticide exterminator license – Forestry and Landscape.
- Registered Professional Forester or Associate Registered Professional Forester designation in Ontario (OPFA).
- Ability to be designated as a Provincial Offences Officer.
- Demonstrated ability to effectively convey ideas and concepts in written reports.

- Self-motivated and goal oriented.
- Excellent tact and good judgement.
- Ability to supervise field assistants and summer students.
- Ability to work outdoors in many situations which may include extensive walking, rough terrain, and adverse weather.
- Chainsaw operator certification
- Valid Class G Ontario driver's license.

Responsibilities:

a) Forest Management Bylaw Officer

- Review applications for harvesting and approving/declining applications.
- Providing input to Grey County for land clearing applications.
- Compliance monitoring and enforcement of forest operations, specifically, as included in the Grey County Contract:
 - Applying for and executing search warrants
 - Issuing certificates of offence, summonses, stop work orders, work orders under the Forest Management Bylaw.
 - Delivery and service of all documents necessary to carry out such enforcement pursuant to the Provincial Offences Act.
 - Coordination and consultation with County Prosecution staff in respect of all proceedings initiated in respect of enforcement.
 - Preparing Crown briefs for the County Prosecutor.
 - Providing expert witness or testimony at hearings or court proceedings.
- Communicating with Forest Management groups, organizations, and landowners regarding forest management.

b) Plan Implementation

- Assist with marking trees for harvest.
- Preparation of tender packages and advertising for sales of timber.
- Inspections of harvesting operations.
- Assist with timber sales agreements.
- Ensuring that Grey County's forest management operations comply with third party certification policies, procedures, and standards policies and procedures to maintain certification.
- Writing prescriptions for tree marking contractors in Grey County Forests.

c) Development of Management and Operating Plans

- Cruising, data compilations, researching and writing forest management and operating plans.
- Property boundary delineation.
- Monitoring forest health conditions to identify potential issues or threats to Grey County forests.

d) Public Consultation

- Provide technical advice to landowners regarding forest pests, woodlot management, etc.
- Participate in special programming, such as: participation in educational woodlot seminars and conferences for the public (Woodlot Conference, Forest Festival).
- Act as an advisor or board member for a variety of stewardship related organizations and represent them at community events in a professional manner.
- Provide updates and presentations at Grey County Council and GSCA Board of Directors meetings as requested.

e) Other Duties as Assigned

Working Conditions:

- Working in the GSCA Administration Centre with frequent computer use, telephone conversations and virtual and in-person meetings.
- Frequent site visits to County-owned forests and private landowner properties during all seasons, in all weather conditions and on varying terrain.
- Attend meetings with the public, interest groups and other organizations, with some meetings outside Grey County.

Contacts:

Frequent contact with private landowners, contractors, loggers, GSCA Staff, other public agency staff, and public officials.

Updated: June 19, 2026