

## Job Description

# Planning and Regulations Supervisor

Reports to: General Manager/Secretary Treasurer

Hours per week: 37.5

Grade: 7 (\$79,406 - \$92,893)

## Job Summary

The Planning and Regulations Supervisor is responsible for developing and implementing the environmental planning and regulations programs of the Authority as outlined in the Conservation Authorities Act and Ontario Planning Act. The position is that of a working participant in a team environment reporting directly to the General Manager/Secretary Treasurer.

## Duties and Responsibilities

### 1. Planning, Regulations and Enforcement (95%)

- a. Leads and is accountable for all aspects of KCCA's Plan Input and Review program and Regulation program, policies and procedures relating to the Conservation Authorities Act, Section 28 Regulations, partnership agreements with member municipalities for services related to Planning Act applications, and other Provincial and Federal legislation, regulations or plans that impact land use planning and environmental regulation.
- b. Lead, coordinate and participate in KCCA regulatory hearings, and court proceedings associated with the issuance, appeal (non-decision or denial) and non-compliance of Section 28 permits.
- c. Develop all necessary associated policies and is appointed as the Regulations Enforcement Officer in the administration of the Section 28 Regulation under the Conservation Authorities Act ensuring that applications are processed, and permits are issued in a timely manner, in compliance with Board approved policies and that complaints are investigated, and violations resolved in an expeditious and defensible manner in consultation with legal counsel.
- d. Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, use of air photos and interpretation in the field. Must be able to read and comprehend technical reports such as Environmental Impact Statements, Stormwater Management Reports, Subwatershed Plans, Geotechnical and Hydrogeological studies, Biological Inventories and reports and relate them to current policies and objectives.
- e. Negotiates with landowners and other relevant stakeholders to recommend/deny permits associated with works falling under the Section 28 Regulations and/or natural hazard policies of the Provincial Policy Statement.



## Kettle Creek Conservation Authority

- f. Act as the key spokesperson for KCCA on all municipal planning and development proposals including Official Plans, Secondary Plans, Plan of Subdivision/Condominium, Zoning by-laws and site plans in accordance with Authority and Provincial Policy for Natural Hazard or Other Advisory Roles to member municipalities where applicable ensuring comments provided are in accordance with legislative requirements.
  - g. Provide technical advice, site inspections and liaison with landowners, developers, consultants, municipal staff and KCCA's solicitor as required with respect to specific development proposals submitted in accordance with Section 28 Regulations and the Conservation Authorities Act including preparing documentation and providing testimony as required at Hearing Tribunals or to KCCA's Hearing Board;
  - h. Represents the Authority at public meetings and on various committees for special projects such as subwatershed studies or advisory committees.
  - i. Administers the Authority's Shoreline Management Program including: response to landowners' inquiries; maintenance and implementation of the Shoreline Management Plan and Digital Shoreline Mapping programs; and assisting municipalities in the implementation of Provincial hazard land policies as they apply to dynamic beaches and regulatory flood and erosion standards.
  - j. Provides oversight on the flood inundation, flood hazards, shoreline and erosion hazards mapping programs, subwatershed planning and storm water management (SWM) programs including updating internal data layers as required.
  - k. Assists as required the Water Resources Supervisor during flood events including field surveys, monitoring flood damage centres and verifying the progression of rising water levels versus stream gauges.
  - l. Assists with the Authority's GIS infrastructure through data acquisition, organization, documentation, metadata, and analysis of related project activities.
  - m. In consultation with the General Manager, establishes and prioritizes overall goals and objectives for the Plan Input and Review program and Regulation program.
  - n. Prepares detailed briefs and communications for and attends Board meetings and stakeholder meetings including working groups, technical advisory committees and pre-consultation meetings with member municipalities and stakeholders and other affected agencies.
- 2. Financial Management and Budgeting (5%)**
- a. Continually evaluate resources, including making recommendations for improvement, to ensure appropriate allocation of resources to meet objectives and deadlines in the assigned program areas.
  - b. In accordance with KCCA's financial management policies and procedures follow established internal control and purchasing policies and procedures; monitor budget and identify and address significant variances between forecasted and actual expenditures and revenues.



## Kettle Creek Conservation Authority

- c. Supports the General Manager in the development of the annual operating and capital budgets and forecasts for responsible programs, ensuring budget requests are consistent with operating objectives while maintaining fiscal responsibility.
- d. Review trends in annual operating revenue and expenses (current year and past years) to determine baseline costs for the forthcoming budget year; recommend where necessary new or enhanced fees.
- e. Continually evaluates the fee structure and fee policy for relevant program areas.

### 3. Other

- a. Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Authority policies, procedures, and guidelines. All necessary personal protective equipment must be used and maintained in good condition.
- b. Other duties as assigned.

## Minimum Qualifications

### Education (degree/diploma/certifications)

- Post-Secondary Degree or Diploma in Urban Planning, Geography, engineering or a related Natural Resources/Environmental Discipline

### Experience

- Minimum of three (3) years of progressive experience in municipal/CA planning.

### License/Registration and Training

- Current designation as a Provincial Offences Officer or eligibility for designation is an asset.
- Valid and unrestricted Class “G” driver’s licence with access to reliable transportation and be able to travel to various work locations across the watershed
- Trained or capable of obtaining training in WHMIS, First Aid and CPR and work-related safety requirements

### Knowledge/Skills/Abilities

- Demonstrated project management, organizational and coordination skills
- Strong working knowledge of the Conservation Authorities Act and associated Regulations, Planning Act and other related provincial and federal legislations, regulations and protocols including best practices applicable to natural hazards, shorelines and resource management.
- Knowledge of the Provincial Offences Act, court and legal procedures, and compliance and enforcement principles and practices



## Kettle Creek Conservation Authority

- Demonstrated experience with court proceeding and processes, legal procedures and supporting documents, enforcement practices and protocols related to investigations;
- Focused on desired outcomes by meeting and/or exceeding standards based on past performance, goals and objectives
- Takes personal ownership and responsibility for the quality and timeliness of work commitments
- Accurately estimates duration and level of difficulty of tasks and project, realigns resources to achieve priorities
- Recognizes critical errors in processes and practices and recommends corrective action
- Works cooperatively and effectively with others, encouraging teamwork through daily actions and by soliciting feedback from all levels of the organization
- Demonstrated ability to develop/prepare a variety of written materials such as reports, plans, proposals and training materials
- Meets deadlines and follows organizational guidelines, policies, and standards
- Displays a high level of confidentiality and respects sensitive information
- Establishes priorities and identifies critical tasks that need be handled immediately
- Provides superior customer service to both internal and external customers in a pleasant, informative and timely manner; displays professionalism
- Experience reviewing and interpreting technical plans and drawings (site plans, grading and drainage plans, construction drawings, subwatershed plans etc.)
- Analyze and solve complex problems, recommend innovative and practical solutions, and mediate conflicting interests.
- Interpret provincial and regional policies and adapt to local context and evolving political environment.
- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Excellent public presentation skills, including the ability to use graphic support.
- Excellent communication skills, both oral and written.
- Strong Issues identification and problem-solving skills.
- Advanced proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.
- Advanced proficiency in ESRI, QGIS or other relevant GIS software