

<b>CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY</b> <b>JOB DESCRIPTION</b>
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Job Title: Infrastructure Planner / Enforcement Officer  
Reports To: Director of Planning and Regulation  
Department: Planning and Regulation  
Date: April 3, 2017

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### **SUMMARY**

Manages projects, reviews, makes recommendations, and issues permits for Class and Individual Environmental Assessments, master plans, site-specific infrastructure development or rehabilitation proposals, and development applications related to the *Conservation Authorities Act (CAA)*, *Environmental Assessment Act* and the *Planning Act* representing CLOCA's policy and regulatory interests. Ensures compliance with Ontario Regulation 42/06 and Section 28 of the CAA through relationship and project management, negotiation, investigation, and preparation for prosecutorial efforts.

### **RESPONSIBILITIES**

#### Environmental Assessment and Infrastructure Planning

- Coordinates and leads CLOCA's response to Class and Individual Environmental Assessments and infrastructure master plans throughout the watershed by comprehensively integrating CLOCA's policy and regulatory interests through internal and external multi-disciplinary dialogue and review.
- Project manages site-specific infrastructure development/rehabilitation proposals throughout the watershed integrating CLOCA's policy and regulatory interests through internal and external multi-disciplinary review including the administration of Ontario Regulation 42/06 applications.
- Reviews and provides comments on *Planning Act* applications in relation to infrastructure projects and with respect to general development activity, as assigned by the Director.
- Attends meetings and liaises with consultants, developers, municipal staff, and members of the public.
- Represents CLOCA on working committees providing advice, information and analysis.
- Provides information to the public and member municipalities on CLOCAs planning and regulation program and activities.
- Provides internal customer service to other departments of CLOCA.
- Provides external customer service to the public, including coverage to the planning counter as part of CLOCAs Planning and Regulation program.
- Develops strong working relationships with external clients and, in collaboration with the Director, pursues funding and service agreements with watershed municipalities in relation to Environmental Assessment and infrastructure planning.
- Administers CLOCAs Fee Schedules for Planning and Regulation Services in relation to assigned projects, identifies and ensures timely payment, collaborates and supports Corporate Services staff in associated invoicing and record keeping.
- Maintains accurate and complete records associated with assigned projects and files using CLOCAs Information Management System.

#### Provincial Offences Officer (s. 28, Conservation Authorities Act and O.Reg. 42/06)

- Reviews, evaluates, coordinates and responds to applications and information submitted in support of applications submitted under O. Reg. 42/06.
- Coordinates application review, liaises both internally with other departments and externally with development proponents, partner agencies (i.e. watershed municipalities, provincial ministries and federal departments) to discuss issues and potential resolution.
- Arranges and conducts site inspections.
- Negotiates settlements pertaining to issues and conflicts.
- Prepares reports / hearings / presentations for the Authority Board.
- Processes permit applications, approves delegated permits, and issues permit documents.
- Enforces O. Reg. 42/06 and issues Violation Notices.
- Documents complaints and potential violations in accordance with O. Reg. 42/06.
- Collects evidence, records notes and logs photographs in support of the issuance of Violation Notices.
- Determines reasonable and probable grounds to proceed with charges in accordance with O. Reg. 42/06 pursuant to the CAA

- Liaises with the Authority’s prosecutor and files charges pursuant to O. Reg. 42/06 and the CAA
- Completes witness statements, compiles notes for first appearance / disclosure (i.e. crown briefs) and prepares documents for penalty submission.
- Represents the Authority (in conjunction with the Authority’s prosecutor) and provides witness testimony in legal matters / cases / charges filed under O. Reg. 42/06 and the CAA.

Other

- Performs all other duties within limits of CLOCA’s regulations, policies and procedures.

**EFFORT**

- Uses creativity and concentration to organize workload, attend meetings, prepare correspondence, undertake site visits, prepare for negotiations etc. in order to perform the duties of the job.
- Uses sight to read correspondence, touch to operate a computer and hearing to answer inquiries, attend meetings and listen to others’ points of view.
- Sits at a desk, or in meetings, daily for long periods of time, with flexibility to move around including attending at site visits in varied terrain, in order to perform the duties of the job.

**SKILL**

- University graduation in Planning, Natural Sciences, Geography or Engineering and minimum 7 years related experience or equivalent combination of education and experience.
- Excellent communication skills, both orally and in writing.
- Excellent planning, organizational, problem solving and interpersonal skills.
- Knowledge of planning principles, statutory requirements, provincial policies and regulations
- Knowledge of various computer software packages and applications.
- Knowledge and understanding of, and ability to apply safety policies, standards and legislation (Ontario Occupational Health & Safety Act, WHMIS, First-Aid and CPR)
- Ability to adapt to a large variety of constantly changing events within the job.
- Ability to interpret maps, engineering drawings, air photos and use Geographic Information Systems.
- Ability to perform site investigations.
- Ability to work independently with minimal supervision and to meet multiple overlapping deadlines.
- A valid Class “G” Driver’s License maintained in good standing

**WORKING CONDITIONS**

- Works in an office environment (75% of the time) and outdoors performing site visits (25% of the time) with exposure to deadlines, multiple demands, distractions and interruptions, inclement weather and on occasion difficult individuals.
- Some exposure to hazards such as slipping/falling when visiting sites and flooding during flood emergencies.

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Employee

Date:

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Chief Administrative Officer

Date: