



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

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Registered Charitable Organization No. 107646598RR0001

## Development Officer

### Job Description

Permanent, full-time position

#### GENERAL DESCRIPTION:

The Development Officer reports to the Chief Administrative Officer/Secretary-Treasurer (CAO) and is responsible for the frontline administration of Part VI and VII of the *Conservation Authorities Act*, and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits for Lower Trent Region Conservation Authority (LTC). This includes site inspections for compliance with Part VI of the *Conservation Authorities Act* and O. Reg. 41/24, LTC Board approved policies and LTC permit conditions; inspection and investigation of complaints and violations; and delivering enforcement actions under Part VII of the *Conservation Authorities Act*. The Development Officer works closely with the Water Resources Manager and team. The Development Officer is responsible for implementing the Flood Forecasting and Warning/Low Water program.

#### KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner, and public expectations.
2. Implementation of LTC's Flood Forecasting and Warning and Low Water Response programs including equipment maintenance and data management.
3. Review technical reports and studies and provide comments with respect to adherence to LTC policies and guidelines and accepted technical and environmental principles.
4. Administer the LTC's Policy Document for Ontario Regulation 41/24 including but not limited to:
  - a. Review of historical and background information and files
  - b. Preparing maps using GIS software
  - c. Review of technical reports related to permit applications
  - d. Review and approve permit applications that comply with LTC policies
  - e. Issue permits
5. Coordinate inspections for development activities under an approved permission from LTC to ensure compliance with plans, specifications and permit conditions. Issue violation notices to document any deficiencies/or and variances and determine appropriate action to bring projects into compliance.
6. Inspect complaints and investigate *Conservation Authorities Act*/Ontario Regulation 41/24 matters, where assigned. Negotiate and consult with landowners on remediation/compliance plans and permit applications to resolve violations.

7. Provide enforcement of Lower Trent Conservation's regulation made under the authority of the *Conservation Authorities Act*.
8. Represent Lower Trent Conservation at hearings, tribunals and *Provincial Offences Act* Court.
9. Prepare digital maps, using GIS software, as needed, to support LTC review of planning and regulations decisions.
10. Prepare reports, attend meetings and make presentations for LTC Board of Directors and stakeholders.
11. Respond to real estate and public inquiries regarding development proposals.
12. Respond to information requests from consultants, other agencies, and the public for regulatory and environmental information, as required.
13. Represent LTC at conferences, workshops and meetings including municipal council meetings and on local and provincial committees; develop and maintain effective working relationships, and represent LTC to municipalities, the media, the public and other stakeholders.
14. Assist and provide input to the development of long-term planning documents for LTC (e.g., regulation policy document, standard operating procedures, watershed plans, etc.)
15. Maintain a current working knowledge of relevant government environmental and resource management policy, biological science and principles and natural resource management. Participate in departmental planning and provide input to the development of programs and policies.
16. Adhere with all LTC policies and procedures.
17. Undertake other related duties as required, and as assigned by the supervisor or CAO.

#### **QUALIFICATIONS:**

- This position requires a Bachelor's degree in Geography, Environmental Science, Natural Resources Management or related discipline and a minimum three (3) years of experience; or a combination of education and experience that is deemed equivalent.
- Working knowledge of provincial legislation relating to the *Conservation Authorities Act* and *Provincial Offences Act*. Knowledge of the Ontario Building Code and other related provincial or federal legislation is an asset.
- Knowledge and experience of legal procedures related to the collection of evidence, inspection, investigation and enforcement procedures and protocols.
- Current designation as a Provincial Offences Officer or eligibility to obtain designation as a Provincial Offences Officer with no criminal record.

- Ability to read, interpret and comprehend construction and grading plans, technical reports and policies.
- Demonstrated ability to work as part of a team on projects and studies.
- Computer literacy using Microsoft Office (Word, Excel, Access).
- Demonstrated time management, analytical, and problem-solving skills.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholder groups including community members, governments and agencies at a political and staff level.
- Experience with GIS and database software.
- Ability to work outdoors in adverse conditions and under extreme conditions required.
- Valid driver's license within the Province of Ontario in good standing required.
- Satisfactory police check and driver abstract.

#### **CONDITIONS OF EMPLOYMENT:**

- 40 hours/week
- Annual Salary Range \$72,757.20 to \$84,346.37
- This posting is for a future vacancy and the successful applicant will start on approximately July 6, 2026

#### **COME WORK WITH US!**

- *We offer competitive wages, a comprehensive employee benefits program and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Hybrid and flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We are dedicated to fostering a diverse, inclusive and equitable work environment.*
- *We are located close to the city centres of Kingston, Peterborough and Belleville; and approximately 2 hours driving distance from the Greater Toronto Area.*
- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

#### **HOW TO APPLY:**

Email your cover letter and resume (Word or PDF file(s) – no links please) clearly marked “Development Officer” by Friday, June 12, 2026 at 4:30pm to the below:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

Attention: Chitra Gowda, Manager, Corporate Services and Water Resources

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

Lower Trent Conservation does not use artificial intelligence to screen or assess candidates.