



LOWER TRENT CONSERVATION

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

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Regulation and Enforcement Officer

Job Description

Permanent, full-time position

GENERAL DESCRIPTION:

The Regulation and Enforcement Officer reports to the Chief Administrative Officer (CAO) and assists with delivery of the Planning and Regulations program. This position is responsible for the administration of Parts 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*.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Review technical reports and studies and provide comments with respect to adherence to LTC policies and guidelines and accepted technical and environmental principles.
3. Under Part VI of the *Conservation Authorities Act* and O. Reg. 41/24:
 - a) review and process permit applications, as assigned;
 - b) prepare staff reports for the LTC Hearing Board; and
 - c) ensure that the records and filing system (both conventional and digital) for the regulations program are maintained.
4. Coordinate inspections for development activities under an approved permission from LTC to ensure compliance with plans, specifications and permit conditions. Negotiate settlements pertaining to issues and conflicts related to permits and permit conditions.
5. Perform enforcement and offence related functions under Part VII of the *Conservation Authorities Act* and O. Reg. 41/24 including but not limited to:
 - a. Inspect complaints and investigate violations
 - b. Document complaints and potential violations
 - c. Issuance of violation notices
 - d. Collect evidence, record notes and log photographs in support of the issuance of violation notices
 - e. Negotiate and consult with landowners on remediation/compliance plans and permit applications to resolve violations.
6. Develop and maintain LTC enforcement guidelines, policies and protocols in consultation with staff.

7. Represent Lower Trent Conservation at hearings, tribunals and *Provincial Offences Act* Court.
8. Prepare digital maps, using GIS software to support LTC review of planning and regulations decisions and in response to external requests.
9. Respond to real estate and public inquiries regarding development proposals.
10. Respond to information requests from consultants, other agencies, and the public for planning and environmental information.
11. Prepare reports, attend meetings and make presentations for LTC Board of Directors and stakeholders.
12. Participate in watershed management and planning forums/technical committees/workshops and report back to further the objectives of LTC's Strategic Plan and Business Plan.
13. Assist and participate in education and outreach activities as assigned.
14. Adhere with all LTC policies and procedures.
15. Undertake other related duties as assigned by the supervisor or CAO.

QUALIFICATIONS:

- Degree in Geography, Environmental Science, Law/Enforcement or a related discipline, and 2 to 5 years related work experience.
- 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- \$84,346.37
- This posting is for a future vacancy and the successful applicant will start on approximately June 29, 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 “Regulation and Enforcement Officer” by Friday, May 29, 2026 at 4:30pm to the below:

Email: 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.