Quinte CONSERVATION

2061 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2
PHONE: (613) 968-3434 • **FAX**: (613) 968-8240
info@quinteconservation.ca

Planning & Regulations Administrator

Full-Time Permanent Position
Salary Range: $60,093 - $70,301 annually
Hours: 35 hours per week
Benefits: Comprehensive benefits package and participation in the OMERS Pension Plan
Probationary Period: Three (3) months
Start Date: January 4, 2027
Application Deadline: December 9, 2026

Position Summary

Quinte Conservation is seeking a highly organized and customer-focused Planning & Regulations Administrator to join our team. Reporting to the Planning & Regulations Manager, this position serves as the primary point of contact for the Planning & Regulations Department. The Planning and Regulations Administrator provides effective and efficient administrative support including database/records management, general administrative and customer support, organizing and prioritizing files, escalating information request, and departmental reporting. This position is responsible for administrative services related to Planning Act applications, permit applications pursuant to Ontario Regulation 41/24, solicitor inquiries, and customer inquiries,
The ideal candidate is hard-working, highly organized, and familiar with planning and environmental principles and technologies. Strong communications and customer services skills are also required. The Planning and Regulations Administrator must be detail oriented, resourceful and be able to work well independently and with a team.

Responsibilities

- Act as the first point of contact for all Planning & Regulations public inquiries including phone calls, emails, and walk-in's.
- Provide various administrative support for day-to-day operations of the Planning and Regulations Department including record keeping and digitization, document management systems, database management, screening and responding to incoming requests, retrieving relevant files for department staff, and data entry.
- Provide excellent customer service by processing, responding to and/or prioritizing inquiries in a helpful and timely manner.
- Perform initial screening of planning and regulations applications and work with proponents to ensure relevant information is collected. This could include interpreting site plans, aerial photography, maps, and related documentation.
- Monitors application status and ensures that all information is tracked and followed-up with in accordance with applicable legislative timelines.
- Open and maintain planning and permit files, collect fees, and initiate application review processes.
- Coordinate meetings, prepare agendas, and assist with departmental reporting.
- Prepare staff reports and summaries for the Board of Directors.

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- Maintain positive working relationships with municipalities, consultants, agencies, real estate professionals, and the public.
- Provide administrative and technical support to the Planning & Regulations Department as required.

Qualifications

Required Qualifications

- College diploma or university degree in Geography, Environmental Science, Planning, Business Administration, Office Administration, or a related discipline.
- One to two years of related administrative experience (Conservation Authority of Municipal environment preferred).
- Working knowledge of natural resource management or water management principles and familiar with the Conservation Authorities Act, Planning Act, Provincial Policy Statement, and associated regulations and municipal planning is an asset.
- Strong organizational, customer service, and communication skills with demonstrated attention to detail and record-keeping ability along with the ability to manage multiple priorities, deadlines, and frequent interruptions.
- Experience reviewing and interpreting plans and drawings (i.e. site plans, grading and drainage plans, construction drawings, etc.)
- Demonstrated ability to use and interpret mapped information including aerial photography, and legal surveys.
- Proven ability to work as a member of a team and in situations without direct supervision.
- Valid Ontario Class G Driver's License.
- Experience with Microsoft Office applications.

How to Apply

Applications will be accepted until December 9, 2026.
Please submit your cover letter and resume to hr@quinteconservation.ca and include "P&R Administrator" in the subject line of your email.
We thank all applicants for their interest. However, only those selected for an interview will be contacted. Please indicate if you require accommodation during the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).