



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### SOURCE PROTECTION COORDINATOR

#### TEMPORARY, FULL TIME (35 HOURS PER WEEK) – 13 MONTH CONTRACT

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Risk Management Official, the Source Protection Coordinator provides Wellington County-wide support and coordination for the Wellington Source Water Protection Program including implementation of the education and outreach programs, supporting the delivery of Part IV of the *Clean Water Act*, project management for development including reviewing and managing applications under the *Planning Act and Ontario Building Code*, and other data management and administrative tasks. This position supports program implementation in the Township of Centre Wellington and partner municipalities in Wellington County.

#### **Key Major Responsibilities**

**Duties include but not limited to:**

##### **Education and Outreach**

- Develop and deliver education and outreach programs that address Source Protection Plan policy requirements.
- Implement communications strategies and plans including, but not limited to: organizing events, social media, website, surveys, development and design of educational materials such as fact sheets, postcards, banners, brochures.
- Coordinate and participate in the planning, implementation, and delivery of groundwater/water education festivals such as the Waterloo-Wellington Children's Groundwater Festival.
- Collaborate and participate on various committees pertaining to the Waterloo-Wellington Children's Groundwater Festival.
- Measure social media and digital performance and implementation of communication strategies using appropriate systems, tools, and techniques.
- Work closely and collaborate with County, Town, and Township, communications staff, consultants and subject matter experts regarding communications, education, outreach, social media, and marketing to plan and implement the various aspects of the communications plans and education and outreach programs.
- Creating, organizing, and delivering education events such as school, community, industry group, and public presentations, training, Open Well events, Septic Socials, Community Liaison Groups and other events as required.
- Assist in the design and implementation of stakeholder engagement processes to support the source protection program.
- Social media and website content development and management.
- Review website inventory and perform routine maintenance audits of website content, images, links active/inactive pages, and more.

##### **Development Review and Related Part IV Responsibilities**

- Project management for development activities including processing and reviewing planning applications, building permits, and land use planning issues pursuant to the Clean Water Act including screening and tracking of applications, preparation of mapping, preparation and issuing of notices and comment memorandums, and other correspondence under the direction of the Risk Management Official.\
- Daily correspondence with Municipal Planning Staff and Consultants, Community Consultants, and applicants to provide and receive information regarding development applications, legislations, applicable Source Protection Plans, and other requirements pertaining to the source protection program.
- Provide detailed comment memorandums, implementing The Clean Water Act, in response to planning applications.
- Review and provide comment on Drinking Water Threats Disclosure Reports and associated Management Plans to ensure accuracy and completion.
- Research and create templates, guidance documents, terms of reference, forms, presentations, and letters for the administration of Part IV of the source protection program.

#### **Other Part IV Responsibilities**

- Under the direction of the Risk Management Official, research and produce risk management plans for a variety of land uses and drinking water threats including agricultural, commercial, industrial, and residential properties.
- Analysis to determine whether significant drinking water threat activities are occurring on properties. This may include a combination of desktop, air photo/GIS analysis, and field work.
- Complete field verification surveys for a variety of land uses including agricultural, commercial, industrial, and residential properties.
- If required, exercise legal authorities as an alternate Risk Management Inspector as outlined in the Clean Water Act, Provincial Offences Act and/or Municipal By-laws as required.

#### **Policy Development and other Regulatory Responsibilities**

- Working with the Risk Management Official and other staff to administer and coordinate consultants and contractors to ensure compliance and completion of projects and programs.
- Support the Risk Management Official with the administration, and associated outreach program, of the septic re-inspection program that is required every five years within the County for approximately 775 properties, including required collaboration with the Chief Building Officials on all aspects of the program.
- Prepare, write, provide input, and edit various correspondence, reports, briefing notes, presentations, statistics, and analysis. This includes Source Protection Plan and Assessment Report chapter, policy updates, technical studies, Council reports, guidance documents, educational materials, requests for proposals, provincial reports and postings, internal business processes and templates, and forms and letters for the administration of the source protection program.
- As required, represent Wellington Source Water Protection at various meetings or working groups with other municipalities or government agencies, including provincial ministries and conservation authorities.
- As required, assist the Risk Management Official and Risk Management Inspectors by supporting the County, Towns and Townships through provision of office hours (in person or virtual) at the individual municipal offices.

#### **Administrative Responsibilities**

- Answering inquiries from the public on the Clean Water Act, the source protection program and Wellington Source Water Protection, the Township and/or partner municipalities.
- Provide support to the Risk Management Official in the organization of various meetings including the internal working group, including coordinating and preparing agendas, attendee lists, logistics, minutes, presentations, and other materials as required.
- Scheduling site visits and booking appointments.
- Other duties as required.

#### **Database Management and Reporting**

- Data input, quality assurance, quality control and administration of source protection related databases, Sharepoint sites, and network file sharing.
- Coordinate with database administrator, designer, and Township IT staff regarding bug fixes, missing data, and roll out of new tools and updates.
- Attend and occasionally organize user group and collaboration group meetings related to the shared database system – Local Source Water Information Management System (LSWIMS) and other database or data management systems.
- Development of templates, custom reports, forms, and other tools.
- Responsible for updating and ensuring accuracy of the annual reporting metrics such as number and type of inspections, notices, orders, risk management plans etc., using tracking sheets and source protection databases.
- Assist in the completion of legislated and internal annual reporting on the implementation of the County source protection program.
- Participation in working groups with other agencies, the Province, and municipalities related to annual reporting requirements pursuant to the Clean Water Act and the applicable Source Protection Plans.

#### **Minimum Qualifications and Requirements:**

- University degree in one of the following or related disciplines: Environmental Studies, Natural Resource or Water Management, Environmental Science, Geography, Planning, Earth Sciences, Biology.

- Minimum of three (3) years' experience in a municipal, government, Conservation Authority, or private sector work environment.
- Demonstrated experience in organizing and coordinating tasks, projects and / or data.
- Experience with balancing multiple and often conflicting deadlines.
- Customer service experience especially dealing with public inquiries and / or complaints.
- Demonstrated ability to build strong relationships and partnerships with stakeholders.
- Excellent interpersonal skills with the ability to work alone and in a team environment.
- Attention to detail is critical.
- Excellent and demonstrated organization, time management, research, administrative and problem-solving skills.
- Demonstrated ability to manage priorities and workflow and be self-motivated.
- Strong ability to organize data and conduct analysis including basic statistical and GIS analysis.
- Ability to interpret and apply legislation, regulations, guidance documents and other regulatory documents.
- Must possess excellent written and verbal communication skills required to deliver customer service in an accessible manner.
- Must have experience in the implementation of communications, marketing, and digital campaigns, plans and / or strategies.
- Ability to effectively communicate legislation and utilize conflict resolution, influence and persuasion skills with the public, team members, agency, and municipal staff.
- Familiarity with Geographic Information Systems such as ArcGIS or use of online mapping tools.
- Proficient computer skills, with knowledge and experience in Microsoft Office, Excel, PowerPoint, databases and Adobe Creative (Photoshop).
- Knowledge of the Occupational Health & Safety Act
- Flexibility to work the occasional evenings or weekends.
- Valid Class G Driver's License and maintain a clean drivers abstract.

**Annual Salary:** \$72,645- \$81,716 (2025 salary range)

**How to Apply:** Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by June 1, 2025, at 11:59 p.m. Please quote job posting 2025-38 in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*