

Position: Compliance and Regulatory Coordinator

Category: Permanent Full-time, 35 hours a week

Salary: Pay Band 10, \$35.09 to \$41.04/hr

Applications are now being accepted for the new, permanent full-time position of Compliance & Regulatory Coordinator.

Deadline for applications: Thursday, May 7, 2026, at 4:00 p.m.

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Aytton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

JOB OVERVIEW

Reporting to the Director of Public Works and Engineering, the Compliance & Regulatory Coordinator coordinates and monitors regulatory compliance and permit administration related to municipal infrastructure systems. The role supports the Municipality in meeting statutory obligations related to drinking water, wastewater, stormwater management, road-related permits, and excess soil management requirements. This position establishes and maintains centralized compliance systems, documentation processes, and permit registries that support operational leadership and protect corporate accountability. All regulatory approvals and signing authority remain with the Supervisor and/or Director.

JOB DETAILS

Environmental Regulatory Compliance

- Maintains regulatory compliance tracking for municipal drinking water, wastewater, and stormwater systems.
- Tracks Environmental Compliance Approvals (ECAs), Consolidated Linear Infrastructure (CLI) approvals, licenses, and renewal deadlines.
- Maintains and updates a centralized regulatory compliance calendar and registry.
- Monitors Ministry inspection reports and tracks corrective actions.
- Prepares draft regulatory submissions and maintains regulatory correspondence documentation.
- Supports annual Salt Management Plan reporting and documentation requirements.
- Monitors and coordinates municipal compliance with Ontario Excess Soil Regulation (O. Reg. 406/19).
- Maintains documentation related to excess soil generation, reuse planning, and

disposal associated with municipal infrastructure projects.

- Coordinates documentation related to soil management plans, tracking records, and regulatory filings where applicable.
- Liaises with consultants, contractors, and regulatory agencies regarding excess soil management requirements.

Infrastructure Permit and Road Compliance Administration

- Coordinates Municipal Consent (MC) application intake and circulation for technical review.
- Administers entrance permit applications and maintains a centralized permit registry.
- Maintains road occupancy and road cut permit tracking systems.
- Tracks permit conditions and reinstatement timelines.
- Maintains refund documentation related to permits.
- Coordinates permit documentation with operational supervisors.
- Maintains organized digital and physical permit records.

Compliance Systems and Reporting

- Establishes and maintains centralized compliance documentation systems.
- Maintains a regulatory correspondence log and organized document archive.
- Provides periodic compliance status updates to the Director or designate.
- Monitors legislative and regulatory changes impacting municipal infrastructure services.
- Supports integration of compliance documentation with municipal asset management systems.

Performance Standard

- Maintains 100% compliance with all regulatory reporting deadlines and renewal requirements within the Infrastructure & Development portfolio.
- Performs all other duties as assigned.

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Post-secondary education in Environmental Sciences, Engineering Technology, Public Administration, or related field.
 - Experience in municipal infrastructure, environmental compliance, or regulatory coordination is considered an asset.
 - Knowledge of Safe Drinking Water Act, Environmental Protection Act, Ontario Water Resources Act, and related legislation.
 - Knowledge of Excess Soil Regulation (O. Reg. 406/19) is considered an asset.
 - Familiarity with Consolidated Linear Infrastructure (CLI) ECAs and regulatory compliance processes.
 - Knowledge of Municipal Consent, entrance permits, or road occupancy permit processes is considered an asset.
 - Strong organizational and documentation management skills.
 - Ability to interpret legislation, regulations, and technical documentation.
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- Strong written and verbal communication skills.
- Proficiency in Microsoft Office and municipal record management systems.

WORKING CONDITIONS

This position is based mainly in a climate-controlled office environment, with some work in the field, with regular work hours being Monday to Friday. If working in the field, the working conditions are outdoors in a variety of weather conditions. There may be times when extended working hours are necessary to attend evening council and committee meetings, as required. This role requires frequent interaction with the public, and the incumbent should be prepared to deal with occasional stressful encounters. Frequent computer work with a need for visual and mental concentration is required.

EQUAL OPPORTUNITY EMPLOYER

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.

HOW TO APPLY

Interested individuals having these qualifications are encouraged to email a cover letter and resume to: hr@westgrey.com

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.