



POSTING

Planning Assistant
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? *Our team is passionate about providing excellent customer service to the residents we serve. We encourage learning and development and believe in a respectful, team-based workplace that is effective and welcoming. Plus, we like to have fun while accomplishing great things for our Residents!*

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Planning Assistant? *You are an organized person with an understanding of Ontario planning legislation. You pride yourself in your ability to plan, research, prepare documents, and support others on the team. You have a strong attention to detail and face challenges with a positive attitude. If this sounds like you, apply today!*

Loyalist Township invites applications for this permanent full-time position, which is covered by the CUPE Local 2150 Collective Agreement.

File No: 2021-44 Planning Assistant
Hours: 35 per week
Hourly Rate: \$29.27 per hour (90% of rate during first three months)
Closing: November 7th, 2021, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: PLANNING ASSISTANT

**DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES,
DEVELOPMENT SERVICES DIVISION**

REPORTS TO: PLANNING SUPERVISOR

CATEGORY: PERMANENT FULL-TIME

UPDATED: NEW NOVEMBER 2021

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan through supporting the effective and efficient administration of planning applications. This position supports the legislated functions of the Heritage Committee, as set out in the Heritage Act and works in collaboration with the Heritage, Culture and Tourism (HCT) Division who take responsibility for all other matters related to heritage, ie. tourism. The incumbent uses municipal land use planning and heritage planning knowledge and administrative skills to support the Development Services Division team. The role requires the incumbent to be a "super-user" of software products used with the Township, supporting management and staff with software functionality. The incumbent is a competent project administrator and keeps work on track for attainment of objectives.

MINIMUM QUALIFICATIONS:

- Post-secondary education in urban planning or design, geography, architecture or landscape architecture, history, heritage or related discipline.
- Minimum two (2) years of previous administrative experience related to development planning and/or heritage planning, preferably in a municipal setting.
- An equivalent combination of education and experience may be considered.
- Membership with the Ontario Professional Planners' Institute is an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class "G" driver's license, with a clean driving record and access to reliable personal vehicle.
- Completion of the Municipal Administration Program (MAP) is an asset.

SKILLS, ABILITIES, AND KNOWLEDGE:

- Knowledge of municipal operational issues (e.g. land use planning, municipal finance and taxation, municipal structure, organization and administration), and provincial legislation, regulations, policies and programs that affect municipal activities.
- Knowledge of, and experience working with the Ontario Planning Act and the related procedures and processes.
- Knowledge of the Ontario Heritage Act and experience working with legislated heritage matters is an asset.
- Effective organizational/coordinating and research skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills that foster positive public/municipal working relationships with the ability to interact effectively with municipal staff, developers, consultants, residents, businesses, other government agencies.
- Ability to act with integrity and discretion in handling confidential materials, and the ability to maintain tact and courtesy in confidential meetings and settings.
- Good analytical and problem-solving skills.
- Strong computer skills in MS Office and ability to work with Geographic Information Systems.
- Strong attention to detail and ability to keep accurate records, both electronically and in hardcopy.
- Ability to effectively manage projects, organize and prioritize work to meet deadlines and plan appropriate follow-up.
- Ability to adapt to change and demonstrate flexibility and resiliency, with a continuous improvement mindset.
- Numeracy and literacy skills, including ability to edit and proofread for correct spelling and grammar.
- Experience and knowledge of the TOMRMS filing system is an asset.
- Self-motivated with an ability to maintain current knowledge and skills.
- Ability to meet a high level of customer service excellence.
- Ability to adhere to government legislation, operating manuals, Township policies/procedures and departmental guidelines.

DUTIES AND RESPONSIBILITIES:

- Prepares and distributes agendas and takes minutes for Heritage Committee meetings.
- Files correspondence, documents, reports etc., manually and electronically.
- Prepares letters, notices, internal memos, reports and various other documents.
- Maintains the Municipal Heritage Registry.
- Administers processing of Heritage Permit and Heritage Grant applications.

- Assists the Planning Supervisor and the Heritage Committee with property research to support designation recommendations under the Ontario Heritage Act.
- Prepares heritage designation by-laws.
- Responds to inquiries from the public, the development community and staff respecting heritage matters, the Zoning By-law and application processing.
- Ensures that statutory notification and other requirements are completed for Planning Act and Heritage Act applications.
- Prepares planning and heritage reports as required for committees and Council.
- Supports the HCT Division with event planning for Heritage Committee activities as required.
- Prepares minutes for Planning Act pre-consultation meetings.
- Required to provide coverage for other administrative support staff as needed.

WORKING RELATIONSHIPS:

Internal

Daily communication with planning and Heritage staff, HCT Division staff, committee members.

External

Occasional liaisons with the public, developers, outside vendors and training organizations.

WORKING CONDITIONS:

Normal office environment working conditions apply. May be seated for long periods (3-4 hours). Work hours are equal to a 35-hour week. Some flexibility is required to accommodate evening meetings.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.