



POSTING
Planning Supervisor
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing leaders who are passionate about making a difference. Our team is passionate about providing excellent customer service to those we serve as we plan for extensive community growth. This position supports this through their leadership of the Township's planning services. We support leaders to grow their strengths in managing others, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to 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 the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own 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 an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life 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 Natural Leader? You are a keen and positive person, who loves to support others to be the best they can be. You are a natural leader with a capability to motivate and nurture teams. You value making a difference for the public and contributing to a great team environment. Your technical problem-solving allows you to brainstorm solutions to complex situations with your staff.

File No: 2022-65 Planning Supervisor
Hours: 35 per week
Salary: \$77,604 – \$89,453 (\$42.64 – \$49.15 per hour)
Closing: September 11th, 2022, 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!](#)



POSITION TITLE: PLANNING SUPERVISOR

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: MANAGER OF DEVELOPMENT SERVICES

CATEGORY: PERMANENT FULL-TIME

UPDATED: AUGUST 2022

POSITION SUMMARY:

Reporting to the Manager of Development Services, the Planning Supervisor provides professional planning analysis and advice, leadership, and vision on land-use development applications as well as on policy and long-range planning matters in accordance with the Planning Act, The Provincial Policy Statement, other provincial statutes, statements and regulations, other planning documents such as official plans and zoning by-laws, and good planning principles. The Supervisor is also responsible for providing advice and administrative oversight to the Township's Committee of Adjustment and Heritage Committee. The Supervisor assigns tasks and provides mentorship to Planning staff.

MINIMUM QUALIFICATIONS:

- Successful completion of a Bachelor's degree in Land Use or Urban Planning or related field.
- Minimum of five years of professional land use planning experience including a minimum of three years municipal planning experience and a minimum of three years' direct supervisory experience, preferably in a unionized environment.
- Full membership in good standing with the Ontario Professional Planners Institute as a Registered Professional Planner.
- Extensive knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.
- Knowledge of GIS and its application.
- Knowledge of Ontario's Heritage Act and its application.
- Ability to provide credible expert testimony at Ontario Land Tribunal hearings and other legal proceedings.
- Demonstrated proficiency in MS Office, including database management required.
- Availability to work evening meetings and/or weekends as necessary and attendance at Council and Committee meetings as directed.
- 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.

SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:

- Strong analytical and problem-solving skills with a superior ability to make accurate and timely decisions.
- Strong organizational and time management skills to multi-task, prioritize and meet deadlines with minimal supervision.
- Excellent leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, counselling, and conflict management skills.
- Demonstrated ability to communicate effectively with courtesy, tact and decorum, both verbally and in writing.
- Demonstrated ability to effectively present planning applications before the public and elected officials.
- Strong customer service mindset and effective and clear communication skills to handle daily interaction with staff, the public and applicants.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- A demonstrated ability to establish effective working relationships both within and outside the organization.
- Demonstrated ability to manage multiple projects and timelines with strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities while recognizing the importance of time and budget constraints.
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, the public and community organizations.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the Township in a professional, consistent, and positive manner.
- Demonstrated leadership and organizational awareness using critical thinking skills in decision making, with a realistic understanding of the issues and the impact of a decision on the department and the Township as a whole.

DUTIES AND RESPONSIBILITIES:

- Provide supervision of Planning staff, monitor, and assign workload.
- Process, review and analyze complex development applications, including the preparation of staff reports and presentations to Council.
- Responsible for overseeing the pre-consultation process undertaken by the Approvals Planner, which includes attending all pre-consultation meetings and reviewing pre-consultation letters.
- Track policy initiatives and planning applications to ensure processing is occurring in a timely, effective and comprehensive fashion.
- Assist and be involved with the Manager of Development Services and the Human Resources Manager in the recruitment and hiring of Planning staff.
- Monitor and research trends and legislation pertaining to land use planning, demographics, housing, etc. and to report and make recommendations to the Manager for Council consideration.

- Undertake and direct the preparation and implementation of special planning studies, updates to the Comprehensive Zoning By-Law, policy initiatives, development charge studies, projects and secondary plans of a medium- to long-term nature, and to report and make recommendations to the Manager for Council consideration.
- Assist the Manager in five-year Official Plan reviews, including the coordination of any research and background studies that are required, and preparation of any reports and presentations to the public and Council.
- Assist the Manager with the implementation of certain planning projects, such as Community Improvement Plans, economic development initiatives, assembly of environmental areas, etc..
- Ensure that technical data (such as the Census of Canada and vacant land inventory) is assembled for use by Council, other departments and the public.
- Review and approve reports prepared by the Approvals Planner, Planning Technician and Planning Assistant on Planning Act and Heritage Act applications.
- Review and prepare notices, Official Plan Amendments, Zoning By-law Amendments, authorizing by-laws, subdivision/site plan/pre-servicing/development agreements and draft plan conditions.
- Undertake and assist in or direct the preparation of reports and bylaws for development standards, fencing, signs, site alteration, heritage designation, site plan control and all other bylaws that implement the Official Plan, and to monitor the implementation of these by-laws to determine their effectiveness.
- Meet with the public and agencies to communicate information and provide feedback on land use policy matters.
- Attend Council, Committee of Adjustment, Heritage Committee and other meetings as directed, and to act as a resource, answer questions and make presentations at such meetings.
- Undertake or assist with special projects and other duties as assigned.
- Collaborate with the Manager and the other planning staff in terms of developing effective land use policy.
- Assist the Manager with annual budgeting.
- Attend and provide expert testimony at Ontario Land Tribunal hearings and other legal proceedings.
- Oversee the Committee of Adjustment and Heritage Committee and act as back up to the Planning Technician and Planning Assistant in terms of support to the Loyalist Township Committee of Adjustment and Heritage Committee.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Daily communication with staff within the Economic Growth and Community Development Services Department, frequent communication with staff from other departments and Council.

External

Liaisons with Township residents, applicants, consultants, developers, agencies and community groups.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- Will be required to attend Council, Economic Development and Planning Advisory Committees and other meetings as directed which may be after regular business hours.
- May be seated for long periods (3-4 hours).
- Work hours vary, must be able to work a flexed schedule to equal a 35-hour week to accommodate evening/weekend Council/Committee meetings.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.