



POSTING

Approvals Planner
Temporary, Full-time (2 years)

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! As the fastest growing municipality in eastern Ontario, we have many interesting and diverse development projects happening and as the Approvals Planner you will be an integral part of the team supporting these planning files. It is an exciting time to be part of the Loyalist Township team. Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay, 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 an Approvals Planner? You are an organized person with strong knowledge of Ontario planning legislation. You have solid project management skills and the ability to make decisions using your sound professional judgment. You pride yourself in your ability to research, write, and communicate reports. You have a strong attention to detail and face challenges with a positive attitude.

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

File No: 2022-80 Approvals Planner I, II
Hours: 35 per week (2-year contract)
Hourly Rate: \$35.17 - \$38.87 per hour (90% of rate during first three months)
Closing: November 20, 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!](#)



JOB DESCRIPTION

POSITION TITLE: APPROVALS PLANNER (LEVEL I, II)

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: PLANNING SUPERVISOR

CATEGORY: TEMPORARY FULL-TIME

UPDATED: SEPTEMBER 2022

POSITION SUMMARY:

To provide professional planning assistance and advice on land use approval matters, having regard to the Planning Act and associated regulations, other provincial statutes, Provincial Policy Statement, other planning documents such as the County and Township Official Plans and Township Zoning By-law, and good planning principles.

EDUCATION, EXPERIENCE AND TRAINING:

- A University degree in Land Use or Urban Planning or related field.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class "G" driver's license.

Level I

- Eligibility for full membership in Ontario Professional Planners' Institute.
- Minimum two (2) years land use approvals experience under the Planning Act (Zoning By-law Amendments, Official Plan Amendments, Site Plans and Plans of Subdivision), preferably in a municipal planning department.

Level II

- Full membership in good standing with the Ontario Professional Planners Institute.
- Minimum five (5) years land use approvals experience under the Planning Act (Zoning By-law Amendments, Official Plan Amendments, Site Plans and Plans of Subdivision), preferably in a municipal planning department.

SKILLS, ABILITIES, AND KNOWLEDGE:

- Extensive knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.
- Knowledge of Heritage Act, Building Code, and other relevant legislation and regulations.
- Ability to provide credible expert testimony at Ontario Land Tribunal hearings and other legal proceedings.
- Ability to make decisions using sound professional judgment.

- Strong organizational and project management skills.
- Ability to maintain tact and courtesy in confidential meetings and settings.
- Strong analytical and problem-solving skills.
- Excellent written and oral communications skills.
- Strong computer skills in MS Office and ability to work with Geographic Information Systems.

DUTIES AND RESPONSIBILITIES:

- Evaluates development proposals, such as but not limited to site plan control, zoning by-law amendment, official plan amendment, subdivision, consent and minor variance applications, through the use of professional planning judgement ensuring compliance with the requirements of affected agencies, good planning principles, and the interpretation of Provincial, County and Township land use policies and regulations and to prepare planning reports, by-laws and recommendations for Council consideration for review by the Director through the Supervisor and/or Manager;
- Undertakes and coordinates pre-application (pre-consultation) meetings with developers, consultants and municipal staff and applicable agencies to provide direction for complete application requirements and application acceptability, taking into account provincial, County and local municipal policy and procedures, as well as to prepare all required pre-consultation minutes.
- Meets with the public to communicate information and provide feedback on proposed application and planning matters.
- Reviews applications, checking for completeness and accuracy of supplied information and associated studies.
- Prepares notices of complete applications, public meetings and decisions in compliance with the Planning Act for various types of planning applications.
- Diligently follows-up with departments and agencies in order to expedite responses.
- Conducts site visits and documents relevant matters pertaining to development applications.
- Assists with the preparation and administration of subdivision, condominium and site plan control conditions and agreements and other such agreements as deemed necessary.
- Reviews and updates planning application forms and reviews forms from other municipalities to ascertain and implement best management practices.
- Assists in the preparation and implementation of special planning studies and policy initiatives, and any other matters, as directed and assigned.
- Assists with the implementation of certain planning projects, such as Community Improvement Plans, economic development initiatives, etc.
- Required to occasionally prepare Committee of Adjustment reports for review by the Supervisor, Planning Services.
- Provides feedback to the Supervisor, Manager and Director through the processing of planning applications, on the effectiveness and the need for changes to the Official Plan and Zoning By-law.
- Attends 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.
- Provide zoning interpretation/applicable law advice to the Township's Building Division.
- Attend and provide expert testimony at Ontario Land Tribunal hearings and other legal proceedings.
- Availability to work evening meetings and/or weekends as necessary and attendance at Council and Committee meetings as directed
- Ensures compliance with all Township policies, bylaws and procedures that pertain to the entire spectrum of work
- Any other duties as requested.

KEY RESPONSIBILITIES AND DUTIES:

This is not meant to be an exhaustive list of the requirements of the position, it simply encompasses the areas of responsibility where expectations differ between the levels.

Where it is not explicitly stated, it is expected that each level can undertake all requirements of the previous level as well as what is listed under the requirements for that level.

| Area of Responsibility | Level I | Level II |
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| Staff Reports | <ul style="list-style-type: none"> • Writes detailed staff reports to support recommendations on Planning Act applications with proficiency for straightforward and some moderately complex development applications with some assistance from a supervisor/manager. | <ul style="list-style-type: none"> • Writes detailed staff reports to support recommendations on Planning Act applications with excellence for major, complex and controversial development applications with little assistance from a supervisor/manager. |
| Development Review | <ul style="list-style-type: none"> • Demonstrated ability to review the completeness of applications with occasional assistance from the supervisor/manger. • Demonstrated ability to effectively review and analyze straightforward and some moderately complex development applications (drawings, background studies etc.) and prepares satisfactory technical review comments with some assistance from the supervisor/ manager. • Demonstrated ability to identify/resolve conflicting comments from various agencies and internal departments with some assistance from the supervisor/manager. • Assists in preparing and organizing various agreements (site plan agreement, subdivision agreement, pre-servicing agreement etc) with some assistance from the supervisor/manager. | <ul style="list-style-type: none"> • Demonstrated ability to review the completeness of applications with little to no support from the supervisor/manager. • Demonstrated ability to effectively review and analyze major, complex, and controversial development applications and prepares thorough technical review comments with little assistance from the supervisor/manager. • Demonstrated ability to identify/resolve conflicting comments from various agencies and internal departments with little to no assistance from a supervisor/manager. • Assists in the preparing and organizing of various agreements (site plan agreement, subdivision agreement, pre-servicing agreement etc.) with little assistance from a supervisor/manager. |
| Project Management | <ul style="list-style-type: none"> • Demonstrated ability in keeping files on track in terms of timelines, following up on outstanding comments, coordinating comments, identifying conflicting comments, | <ul style="list-style-type: none"> • Demonstrated ability in keeping files on track in terms of timelines, following up on outstanding comments, coordinating comments, |

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| | <p>providing updates to the applicant etc. with occasional assistance from the supervisor/manager</p> <ul style="list-style-type: none"> • Demonstrated ability in handling multiple files and other planning tasks with varied deadlines with some assistance from the Supervisor/Manager. | <p>identifying conflicting comments, providing updates to the applicant etc. with little to no assistance from the supervisor/manager.</p> <ul style="list-style-type: none"> • Demonstrated ability in handling multiple files and other planning tasks with varied deadlines with little to no assistance from the Supervisor/Manager. |
| Recordkeeping and Maintenance | <ul style="list-style-type: none"> • Accurately maintains files for development applications. | <ul style="list-style-type: none"> • Accurately maintains files for development applications and make recommendations for improvements in record keeping to the Supervisor and/or Manager. |
| Communication | <ul style="list-style-type: none"> • Proficiency in written and oral communication and tact when engaging with the public, developers, external agencies etc. • Competence in communicating clearly and concisely using appropriate describing words and grammar to convey concepts and ideas in written form (i.e. memos, email, staff reports, public notices etc.) and verbally, where information can be distinctly understood by the intended audience. • Proficiency in problem solving, mediation and conflict resolution. • Proficient in making public presentations at Council meetings, Committee of Adjustment etc. and responding to questions from the public, Council, committee members etc. during these forums with assistance from the Supervisor/Manager. | <ul style="list-style-type: none"> • Excellence in written and oral communication and tact when engaging with the public, developers, external agencies etc. • Excellence in communicating clearly and concisely using appropriate describing words and grammar to convey concepts and ideas in written form (i.e. memos, email, staff reports, etc.) and verbally, where information can be distinctly understood by the intended audience. • Excellence in problem solving, mediation and conflict resolution. • Excellence in making public presentations at Council meetings, Committee of Adjustment etc. and responding to questions from the public, Council, committee members etc. during these forums. |
| Technical Knowledge | <ul style="list-style-type: none"> • Demonstrates a good understanding and has the ability to interpret land use policies, legislation, by-laws, surveys and drawings associated with land use planning applications. • Proficient in understanding, reviewing and making recommendations on legal documents (site plan agreements, subdivision agreements etc.). | <ul style="list-style-type: none"> • Demonstrates an excellent understanding and excellent ability to interpret land use policies, legislation, by-laws, surveys and drawings associated with land use planning applications. • Excellent ability to understand, review and make recommendations on legal documents (site plan |

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| | <ul style="list-style-type: none"> • Completes accurate calculations when reviewing drawings for compliance with by-laws etc. with occasional assistance from a supervisor/manager. • Demonstrates competence in working with GIS. | <p>agreements, subdivision agreements).</p> <ul style="list-style-type: none"> • Demonstrates excellence in working with GIS. • Completes accurate calculations when reviewing drawings for compliance with by-laws etc. with little to no assistance from a supervisor/manager. |
| Ontario Land Tribunal Appeals | <ul style="list-style-type: none"> • Proficient in assisting the senior Approvals Planner and Supervisor/Manager in the preparation of Ontario Land Tribunal Appeals (e.g. organizing appeal package, assisting in evidence gathering etc.). | <ul style="list-style-type: none"> • Experience in or contains strong ability to perform as an expert planning witness at an Ontario Land Tribunal hearing. |
| Legislative Knowledge | <ul style="list-style-type: none"> • Fundamental understanding of Acts, Regulations, By-laws, Standards, and Policies relevant to work tasks and ability to apply legislation and make decisions without contravening legislation, policies etc. with some assistance from the supervisor/manager. • Relies on supervisor/manager to provide information on upcoming legislation, planning trends etc. | <ul style="list-style-type: none"> • Excellent understanding of Acts, Regulations, By-laws, Standards, and Policies relevant to work tasks and ability to apply legislation and make decisions without contravening legislation with little to no assistance. • Awareness and monitoring of planning trends, upcoming legislative, policy changes with an ability to provide constructive feedback as to what these changes mean for planning processes, etc. |
| Supervision and Autonomy | <ul style="list-style-type: none"> • Works independently but requires some or frequent supervision. • Can complete some work functions without technical assistance. • Makes observations and recommend various courses of action to supervisor. • A moderate amount of work is reviewed by Supervisor or Manager prior to finalization and comments are expected. • Manager/supervisor primarily handles controversial situations, upset customers etc. | <ul style="list-style-type: none"> • Works independently but requires limited supervision. • Can complete a broad range of work functions without technical assistance. • More difficult tasks are reviewed by Supervisor or Manager prior to finalization and very few comments are expected. • Ability to handle controversial situations, upset customers etc. with some or occasional assistance from the supervisor/manager. |
| Prioritization | <ul style="list-style-type: none"> • Ability to undertake many assignments at a time and demonstrates proficiency in prioritizing work tasks. | <ul style="list-style-type: none"> • Ability to undertake many assignments at a time and demonstrates excellence in prioritizing work tasks. |

Glossary of Terms:

- Competence/Competency
 - has all necessary knowledge and skills
 - capably applies them to jobs and tasks and is successful
- Proficient/Proficiency
 - knowledge and skills frequently exceed requirements of current level
 - consistently achieves high results
- Excellence
 - knowledge and skills far exceed requirements of current level
 - expertly applies them to jobs and tasks and achieves excellent results
- With Assistance
 - trying to make suggestions and take action without direction
 - making efforts to act independently
 - requires supervision
- With Limited Assistance
 - makes suggestions and take action without direction
 - can act independently
- With Little to no Assistance
 - makes valuable and creative suggestions without being prompted
 - extremely successful outcomes as a result of independent actions

WORKING RELATIONSHIPS:

Internal

- Daily communication with planning staff, committee members.

External

- Frequent communications with the public, developers, external government/regulatory agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply. May be seated for extended periods (2-3 hours) but with the ability to take breaks.
- Occasionally may be required to attend meetings and events which may take place after regular work hours.
- Occasionally required to visit properties and may be exposed to disagreeable conditions.

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.