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**INTERNAL/EXTERNAL**  
**APPROVALS PLANNER**

Loyalist Township invites applications for the following full-time position:

File No:	LT-76-2018 Approvals Planner
Salary:	\$32.32
Hours of Work:	35 per week
Closing:	January 14, 2019

This position is a permanent full-time position covered by the CUPE Local 2150 Collective Agreement. A detailed job description is below. Please submit cover letter and résumé marked with the file number to: [jobs@loyalist.ca](mailto:jobs@loyalist.ca)

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).

The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will only be used for candidate selection. Loyalist Township is an equal opportunity employer; municipal offices are smoke-free workplaces.

## **LOYALIST TOWNSHIP JOB DESCRIPTION**

**Position Title:** Approvals Planner  
**Reports to:** Supervisor, Planning Services  
**Department:** Planning Department  
**Category:** Permanent Full-Time  
**Effective Date:** December 11, 2018

### **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.

### **Minimum Qualifications**

- A University degree in Land Use or Urban Planning or related field;
- Minimum three years of progressive land use planning experience, preferably in relation to land use approvals under the Planning Act;
- Minimum of three years' experience in a municipal planning department;
- Membership in or eligibility for full membership in Ontario Professional Planners' Institute required;
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check);
- Required to possess and maintain valid Class "G" driver's license.

### **Specific Skills, Abilities and Knowledge**

- Extensive knowledge and experience with the 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 Local Planning Appeals 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 and rezoning applications, and some 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 and/or the Supervisor, Planning Services;

- 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, Planning Services and the 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, Economic Development Committee, 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 Department;
- Attend and provide expert testimony at Local Planning Appeals 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.