



POSITION TITLE: PLANNING ASSISTANT

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: PLANNING SUPERVISOR

CATEGORY: PERMANENT FULL-TIME, CUPE

UPDATED: AUGUST 2024

HOURS OF WORK: 35 HOURS/WEEK

RATE OF PAY: \$31.68/HOUR

CLOSING DATE: SUNDAY, SEPTEMBER 15, 2024

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)

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, i.e. 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, and 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:

- Prepare and distribute agendas and take minutes for Heritage Committee meetings.
- File correspondence, documents, reports etc., manually and electronically.
- Prepare letters, notices, internal memos, reports and various other documents.
- Maintain the Municipal Heritage Registry.
- Administer processing of Heritage Permit and Heritage Grant applications.
- Assist the Planning Supervisor and the Heritage Committee with property research to support designation recommendations under the Ontario Heritage Act.
- Prepare heritage designation by-laws.

- Respond to inquiries from the public, the development community and staff respecting heritage matters, the Zoning By-law and application processing.
- Ensure that statutory notification and other requirements are completed for Planning Act and Heritage Act applications.
- Prepare planning and heritage reports as required for committees and Council.
- Support the HCT Division with event planning for Heritage Committee activities as required.
- Prepare minutes for Planning Act pre-consultation meetings.
- Assist the Manager of Development Services and Planning Supervisor with special planning projects.
- 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.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.