Municipality of Leamington
live | play | work

Career Opportunity – Internal/External Posting

Planning Application Supervisor
(Temporary Contract – 12 Months)
Strategic Initiatives and Municipal Design Services

Position Summary:

Reporting to the Manager of Planning and Development Services, the Planning Applications Supervisor is responsible for managing the processing of all Planning Act Applications submitted through the Cloudpermit System. This role plays a critical part in shaping developmental outcomes by ensuring that applications align with municipal policies, zoning bylaws, and community planning objectives.

As a key leader within the Planning and Development Services team, the Supervisor manages and supports Planning Services Technicians, assigns and monitors workloads, and ensures that application reviews are conducted effectively and in compliance with legislative requirements. Acting as a liaison, the Supervisor coordinates with developers, external agencies, and internal departments to facilitate development while upholding municipal interests and public benefit.

This position requires a strategic approach to process management, identifying opportunities for improvement and implementing solutions that streamline operations, enhance customer service, and improve regulatory compliance. With the ability to make independent decisions on workflow organization and staff guidance, the Supervisor drives efficiency, maintains high professional standards, and ensures timely application processing, contributing to the overall success of the Municipality's planning and development objectives.

Key Responsibilities:

- Manage the intake, circulation, and review process for Planning Act applications, ensuring compliance with municipal, provincial, and federal regulations.
- Coordinate pre-application consultation meetings and review of applications in the pre-application stage.
- Review applications for completeness, provide direction on technical reviews, and handle work to cover staff absences, ensuring continuity of operations and maintaining proficiency in the role without frequent escalation.
- Establish priorities and distribute work assignments, ensuring that municipal objectives and legislative deadlines are met.

- Manage interactions with developers, external agencies, and internal departments, guiding projects through the approvals process.
- Address complex or high-priority planning matters and develop solutions that balance municipal interests with stakeholder needs.
- Write comprehensive Council and Committee of Adjustment reports or review and approve reports written by the Planning Services Technician.
- Manage the review and processing of minor variance and consent to sever applications, ensuring all documentation is accurate and submitted in a timely manner.
- Manage and review the processing of plans of subdivision and condominium.
- Draft subdivision agreements, as required working closely with Legal Services to ensure accuracy and enforceability.
- Oversee and review site plan agreements prepared by staff to confirm that all required provisions, conditions of approval, and municipal interests are properly addressed and aligned with applicable planning policies and legislative requirements.
- Assign tasks and set expectations for Planning Services Technicians, ensuring applications and inquiries are handled independently while maintaining accountability.
- Provide strategic guidance to staff, offering ongoing feedback and opportunities for professional growth within their role.
- Identify continuous process improvements and work with the team to implement new methods that enhance efficiency.
- Develop standard operating procedures and work flow guidelines.
- Review training and development opportunities, ensuring the team is equipped to manage daily responsibilities with minimal intervention.
- Lead cross-departmental collaboration, fostering a coordinated approach to development review and approval processes.
- Provide information, application tracking data, and statistical reports to internal departments to support cross-departmental initiatives, data collection efforts, and project planning; respond to requests for specific file details, including development history, approval status, and associated financial records.
- Liaison for Cloudpermit updates and revisions.
- Serve as Chair of the Leamington Development Support Committee (DSC), leading discussions, setting agendas, and ensuring productive outcomes.
- Monitor legislative and policy changes, making recommendations for process updates and procedural adjustments.
- Identify system enhancements and procedural refinements, implementing best practices to improve overall operations.
- Lead and complete municipal projects aimed at improving internal planning workflows and operational efficiency, including maintaining and expanding the Planning Compendium/other internal resources.
- Developing new guideline documents, tools, and standards to support internal staff and external stakeholders, enhance consistency, and streamline the development approvals process.
- Support the Manager in the management of planning projects including liaison with outside consultants working for the Municipality.
- Ensure adherence to municipal and provincial regulations, addressing any compliance issues as they arise.

- Ensure the processing and reconciliation of application fees and securities as per established financial procedures.
- Maintain confidential records and ensure all documentation meets legal and privacy requirements.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a university degree in Urban Planning, or related field.
- Must be a registered member in good standing with the Ontario Professional Planners institute (OPPI), and the Canadian Institute of Planners (CIP), or working towards full membership.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.
- Must have a minimum of four years' experience in land use planning, preferably in a municipal setting.
- Supervisory experience, including staff management and work delegation.
- Experience reviewing and processing Planning Act applications, zoning bylaws, and development approvals.
- Knowledge of municipal planning policies, zoning regulations, and related legislation.
- Strong understanding of the Ontario Planning Act, Provincial Planning Statement (PPS), and Ontario Land Tribunal (OLT) processes.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook) and familiarity with planning-related software (Cloudpermit).
- Excellent written and verbal communication skills for interacting with stakeholders, preparing reports, and presenting information.
- Strong analytical and problem-solving abilities to assess applications and provide planning recommendations.
- Ability to work independently and as part of a team while managing multiple priorities under tight deadlines.
- Must be proficient in computer applications within a Microsoft Windows environment.
- Must have initiative and the ability to carry out fieldwork/site visits, as required.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week, in an office environment. Some travel and attendance at evening meetings are required. Lieu time is capped at 70 hours annually.

Employee Group:
Non-union

Salary Range:

$96,914.76 - $113,379.22 (2026 Rates).

Closing Date:
Applications must be received by 11:59 PM, Tuesday, November 17, 2026.

Reason for Vacancy:
Existing vacancy.

How to Apply:
Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761