



Making life better in King

## **King is Hiring Zoning/Planning Examiner**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Planning & Development, the Zoning/Planning Examiner is responsible for the following:

- Reviews, examines, corrects, and comments on all Building Permit, Pool Permit, and Zoning Certificate applications to ensure compliance of the development with all applicable zoning by-law regulations, Planning review procedures, licensing, conditions of approval, and other applicable law or other external agency regulations, and advises applicants of required changes, and informs them of Divisional procedure, in order to facilitate the plan review process.
- Provides support and assistance to the Planning team, as required, with the review of Planning applications (with an emphasis on minor scale Site Plan Applications, Committee of Adjustment - Minor Variance and Consents, conformity reviews related to the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan), and by responding to general inquiries from the public, consultants, realtors, and other stakeholders.
- Assists, and provides support to, the Manager of Planning and Development, Supervisor-Development, Senior Planner-Development, Planner II, and Planner II/Heritage Coordinator, Planner I, and Planning Coordinator/Secretary-Treasurer with application review, recommendations, and file management, as required.
- Attends Committee or other related meetings/hearings, as required.
- Conducts preliminary plan examination and pre-submission consultation as a preliminary requirement for Committee of Adjustment Minor Variance applications. Issues summary/certificate of non-compliance for zoning and other related Municipal clearances and attends pre-consultation meetings.
- Composes and issues Zoning Certificates, letters, and memos in response to applicant, owner, public and inter-office inquiries regarding municipal and zoning by-law matters.
- Provides municipal and zoning by-law interpretations to the general public, contractors, real estate appraisers, other agencies, municipal staff/departments, developers, lawyers, and prospective purchasers.
- Performs technical and mathematical calculations to evaluate land use restrictions such as lot size, density, landscaping, height, setbacks, loading and parking requirements and other development requirements and standards.
- Provides regular status updates to owners and/or applicant with respect to the status of plan review.
- Resolves and comments on minor variance and site plan approval circulations with respect to compliance.
- Analyzes, verifies, and applies information from Committee of Adjustment, Planning Approvals, and Ontario Land Tribunal decisions, files, plans, assessment rolls, and by-laws to confirm that plans submitted for permit application are in accordance with these related approvals/decisions.
- Checks plans and documents submitted such as surveys, affidavits, statutory declarations, etc., regarding non-conforming uses.
- Liaises with applicants, owners, other divisions, agencies, and levels of government.
- Responds to routine inquiries and provides zoning and planning information, and interpretation of Zoning By-law provisions, to the general public, Staff, Council, external agencies, and the development industry.
- Acts as an alternate (as required based on varying workload and scheduling), to the Committee of Adjustment Secretary-Treasurer and assists the Secretary Treasurer with notices, coordination of applicants and attends Committee of Adjustment on an as-needed basis to support with taking minutes, etc.
- Performs site inspections to confirm zoning uses and development standards, as required.
- Maintains Zoning Interpretation manual and identifies and tracks Zoning "housekeeping" matters requiring review and contributes to the comprehensive review of Zoning By-laws carried out by the Planning Division.
- Maintains and updates data, records and amendments related to the administration of the comprehensive zoning by-law and works with the GIS coordinator to ensure updates are provided to the property information system (GIS).
- Complies with all health and safety practices as it relates to the work, standard operating guidelines, and the Occupational Health & Safety Act.
- Assist with staff training and guidance.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-Secondary Degree or Diploma in a Planning or architectural technology/building design field, or equivalent.
- Minimum of Two (2) years related zoning and/or Planning experience in a municipal environment with a firm understanding of municipal business processes.
- Sound knowledge of the *Planning Act*, *Municipal Act*, and other regulatory framework and zoning principles and interpretation methodology, and familiarity with the Building Code.
- Training in zoning administration is required.
- Experience reading, interpreting, and understanding plans, blueprints, surveys, by-laws, building construction drawings and

subdivision and site plan agreements.

- Excellent organization, problem-solving and verbal and written communication skills required.
- Ability to handle confidential and sensitive information with discretion and tact.
- Highly developed interpersonal skills with the ability to interact effectively and courteously with members of the public and all levels of government.
- Able to work independently as well as in a team environment.
- Possesses good report writing, documentation and record keeping skills. Must be able to communicate and deal effectively and courteously with elected officials, all levels of staff, external agencies, the development community, and the public, together with the ability to recognize and respect the need for confidentiality.
- Must be customer service, solution and problem solving oriented in response to a wide variety of issues in a dynamic and fast-paced environment with multiple stake holders.
- Ability to identify, organize and coordinate a variety of job responsibilities with simultaneous deadlines.
- Demonstrated ability to work independently as well as be an outstanding member in a cohesive team environment.
- Excellent computer skills and experience with MS Office (Word, Outlook, Excel, Access, and Power Point), Office 365, Laserfiche, CRM, City View (permitting tracking software), BlueBeam, and ArcGIS.

Salary Range: \$66,812 - \$74,219 per annum (2024 Rate)

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on May 24, 2024**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*