



Making Life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Zoning/Planning Examiner	CLASSIFICATION: Union, Full-Time
DEPARTMENT: Growth Management Services	SALARY LEVEL: \$66,812 - \$74,219 (Grade 7; 2024)
LOCATION: Municipal Centre, 2585 King Road, King City	

JOB PROFILE:

Function:

Reporting to the Manager of Planning and Development, the Zoning/Planning Examiner examines, corrects, signs and comments on plans and specifications submitted for compliance with the Township's zoning by-laws, Planning approvals, related by-laws and regulations, municipal code and other applicable law for all types of development, buildings and structures. Carries out reviews for and issues Zoning Certificates related to Building Permits, Pool Permits, and Committee of Adjustment (Minor Variances) applications and pre-submission consultation. Refers to records, zoning by-laws and maps, plans of survey and property data maps for restrictive by-laws and zoning designation and development standards. Provides interpretation of the Township zoning by-law either verbally or in writing to the public, development industry, other internal departments, and external agencies. Provides information to the public and land development industry ensuring that land uses and building/development proposals comply with municipal zoning by-laws and all applicable land use and development regulations, procedures and standards. Provides support and assistance, as required, to Planners and the Committee of Adjustment Secretary-Treasurer/Planning Coordinator.

Reports to:

- Manager of Planning & Development

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- 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 “house-keeping” 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 related duties as required.

Education/Experience:

- 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.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Must be able to work with minimal supervision.
- Some evening work and/or work outside of normal business hours is required from time to time.
- Access to a vehicle may be required from time to time.