

***King is Hiring***  
**Planning/Zoning Coordinator and Assistant Secretary Treasurer**

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 Planning/Zoning Coordinator and Assistant Secretary Treasurer 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 Planners, 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.
- Acts as a point of contact for the public and applicants for the submission of planning applications and assists Planners with the administrative elements of processing those applications, including intake, file openings and distribution, circulation to other departments and agencies, coordination of the receipt of comments, preparation and coordination of statutory public notifications and circulations, records and filing system management, coordination of meetings and appointments, and receives and responds to general planning and development inquiries from various stakeholders.
- Provides assistance and information to staff and the public on routine Planning matters and coordinates and tracks customer service enquiries.
- Follow up with applicants, when necessary, as requested by team members to ensure good customer service and regular communication and application status updates to applicants.
- Assists, and provides support to other Planning and Committee of Adjustment staff with administrative file management, as required.
- Attends Committee of Adjustment 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.
- 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 regularly updates agency and departmental contact list for purposes of planning circulations. Maintains and updates data, records and amendments related to the administration of the comprehensive zoning by-law and works with GIS coordinator to update the property information system (GIS).
- Acts as and carries out the function of Assistant Secretary Treasurer to the Committee of Adjustment.
- Acts as an alternate (in the absence of the Secretary-Treasurer/Supervisor), as required, to the Committee of Adjustment Secretary-Treasurer and prepares notices, coordination of applicants and attends Committee of Adjustment to support with taking minutes, administering hearings, etc.
- Responsible for the day-to-day administration and support of the Committee of Adjustment and Property Standards Committee.
- Assists the public with the administrative procedures related to minor variance and consent applications.
- Carries out the circulation of minor variance and consent applications, compiling, collecting and tracking receipt of comments from departments and agencies.
- Prepares the Committee meeting agendas and their distribution and upload to Township website, scheduling, circulation and statutory notifications, attends and takes minutes at Committee meetings.
- Prepares public notification, preparation and mailings of notice of hearing, notice of decision and appeal, final and binding notices.
- Assists with the collection and assembly of information for Ontario Land Tribunal appeals and hearings to ensure all statutory requirements are met.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-Secondary Degree in a Planning or architectural technology/building design field is required.
- More than three (3) years of related zoning review and/or Planning and Committee of Adjustment experience in a municipal environment, with a firm understanding of municipal business processes, is required. Training in zoning administration is required.
- Certification/membership in AMCTO, and/or Ontario Professional Planners Institute (OPPI), and/or Canadian Association of Certified Planning Technicians (CACPT), and/or Ontario Association of Committees of Adjustment & Consent Authorities (OACA) is required, or confirmation that the accreditation process is underway and advanced.
- Successful completion of AMCTO “Municipal Administration Program” and the Ontario Association of Committees of Adjustment & Consent Authorities (OACA) “Primer on Planning” course and/or related/equivalent training is preferred.
- Working knowledge of applicable statutes, laws and regulations including the Planning Act, other regulatory framework and zoning principles and interpretation methodology, and familiarity with the Building Code.
- Familiarity and ability to interpret and apply Municipal Zoning By-laws, Official Plan, Oak Ridges Moraine Conservation Plan, Greenbelt Plan, and similar documents.
- Understanding of technical terminology of various Provincial, Regional and Township plans and policies and the Ontario Planning Act and knowledge of statutory public notice requirements and procedures, development applications, planning documents.

- Proficient in computer applications and experience with Microsoft 365 (Word, Outlook, Excel, Power Point, Teams, Bookings, Tasks, Shifts), Laserfiche, CRM, ArcGIS, iCompass, E-Scribe, City View, BlueBeam, application/file tracking software.
- Excellent customer service, organizational, written/verbal communication skills, and interpersonal skills to explain rules/procedures clearly to the public, ability to establish and maintain effective working relationships with senior levels of staff, elected officials, clients, consultants, etc. in a courteous and professional manner.
- Ability to read and understand development plans, drawings, zoning and other Township by-laws, development agreements (Site Plan and Subdivision), etc.
- Ability to maintain confidentiality and manage sensitive files and information.
- 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.
- 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 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 and be an outstanding member in a cohesive team environment.

#### 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.
- Must be legally authorized to work in Canada.

**Salary Range: \$71,234.80 - 79,079.00 per annum (2025 Rate)**

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on August 18, 2025**  
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.*