



Zoning Officer Posting 202522

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Manager of Zoning and Plans Review, this position ensures compliance of all building permit applications with Zoning By-laws and other Applicable Law as defined in the Ontario Building Code. This position responds to inquiries and compliance requests on zoning and building permit applications, interacting with Council members, staff, outside professionals/agencies and the public.

Accountabilities:

- Comply with corporate and departmental policies and procedures
- Ensure a high degree of service for both internal and external customers in accordance with Town standards
- Examine, correct, sign and approve plans and specifications submitted for compliance with the Town Zoning By-laws, Ontario Building Code regulations, and other applicable laws for all types of buildings and structures within the timeframes specified in the legislation
- Perform mathematical calculations to evaluate land use restrictions such as lot size, density, landscaping, height, setbacks and angular planes, loading and parking requirements
- Prepare examiners' notices and documents examination details. Inputs and updates division database
- Review and provide written comments on Planning Development Applications for Minor Variance and Severance Applications, Niagara Escarpment Development Applications, Official Plan Amendments, Rezoning Applications, Site Plan Applications and Part Lot Control Exemption Applications
- Meet with applicants and owners to review building permit applications and provide deficiencies of design
- Research departmental Zoning and Building records required for the issuance of compliance letters
- Provide expertise/interpretation and training to Town staff on zoning and other applicable law matters
- Represent the department at various technical committees and meetings
- Review Business License Applications for Land Use Compliance

- Maintain updated in-house records of Municipal Zoning By-laws amendments for departmental use
- Respond to inquiries related to Municipal addresses, assign all Municipal addresses, process changes and maintain records
- As required attend court and Ontario Land Tribunal (OLT) hearings as an expert witness on behalf of the department
- Perform site inspections to confirm zoning uses, existing parking facilities, or other provisions of the Zoning By-laws when required
- Perform other job-related duties as assigned

Qualifications:

- Post-secondary degree or diploma in a discipline such as urban planning, architectural technology, science of building design, civil engineering technology, or an equivalent combination of education and experience
- 5 years related municipal experience, including 3 years related zoning experience, or suitable equivalent
- Completed Introduction to Land Use Planning and Zoning Enforcement course from the Ontario Building Officials Association course
- Ontario Building Code Legal Processes for Building Officials and Designers qualification is considered an asset
- Sound knowledge of planning development processes including zoning by-law amendment and committee of adjustment processes
- Ability to interpret surveys, architectural plans, site plans
- Excellent communication skills both verbal and written dealing with public, consultants, builders, and lawyers conveying complex technical concepts and in potentially contentious situations
- Strong customer service orientation and the ability to develop and maintain effective working relationships
- Strong technical skills in mapping, air photo, G.I.S. Data Management
- Knowledge of Bluebeam software
- Working knowledge of AMANDA property tracking system
- Knowledge of municipal processes and record keeping methods
- Strong time management, information management, and organization skills including the ability to multi-task
- Ability to work with a high degree of accuracy and diligence
- Strong research, analytical, critical thinking and problem-solving ability supported by project management experience, team leadership and facilitation capabilities
- Ability to handle confidential and sensitive information with discretion and tact
- Valid Ontario Class "G" Driver's License and access to a personal vehicle, as this position will occasionally visit sites during investigation of complaints

Compensation:

The salary for this position (35 hours per week) is \$87,240 - \$103,857 annually.

Location:

This position allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town's Work from Home Policy, and as subject to change

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., May 21, 2025. Please quote posting 202522 on your cover letter.

Application Form: [Submit a Job Application](#)

Email: humanresources@haltonhills.ca

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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