



## **Join Our Team as the Building & Planning Coordinator!**

The Township of Huron-Kinloss, a charming community of 7,700 people located along the stunning shore of Lake Huron, is seeking a dedicated professional to join our team as the Building & Planning Coordinator. Huron-Kinloss is more than just a beautiful location, it is a close-knit community

where family memories are made over backyard barbecues, and the laughter of children carries throughout the neighbourhood, inviting new friendships and a sense of community.

Here, you can enjoy a thriving rural lifestyle, the great outdoors, growing business opportunities, and a strong sense of community where you can make a difference. And when your workday is done, you can relax and unwind by the lake, just minutes away!

### **About the Role:**

The Building & Planning Coordinator is responsible to:

- Coordinate and process building permit applications, including scheduling inspections, maintaining databases, and preparing regulatory reports.
- Support planning functions by managing development applications, preparing zoning by-laws, and coordinating site plan approvals and mapping updates.
- Provide administrative support through document preparation, financial tracking, records management, and website updates.
- Facilitate teamwork and interdepartmental collaboration, including meeting coordination, minute-taking, and support for by-law enforcement tasks.
- Deliver professional customer service, responding to inquiries, documenting complaints, and ensuring accurate and courteous communication with the public and staff.

### **Why Join Us?**

Our team is passionate about serving our community and making a positive impact for the future. As part of the team, you will have access to a wealth of knowledge and experience, along with a progressive Council that values your contributions. On this team we know you will be supported every step of the way.

We believe in work life balance. Huron-Kinloss offers a unique blend of professional growth and a relaxing, staycation-like lifestyle.

### **Who We're Looking For:**

- Experienced in municipal planning and building processes, with at least 2 years in a related environment and familiarity with zoning by-laws and official plans.
- Strong communication and interpersonal skills, capable of writing reports, actively listening, and engaging professionally with diverse stakeholders.

- Organized and detail-oriented, with proven ability to manage workload, prioritize tasks, and maintain accurate records and databases.
- Technically proficient, with working knowledge of GIS, Microsoft Office, and document management systems like Laserfiche.
- Customer-focused and collaborative, demonstrating a positive attitude, initiative, and the ability to work independently while supporting team goals.

Even if you don't check every box, we still want to hear from you! We value diverse skill sets and believe that your unique experiences and expertise can contribute to our team.

### **What We Offer:**

- A competitive pay range of \$31.15 - \$35.40, with regular salary grid reviews.
- OMERS pension, a defined benefit pension plan for your peace of mind.
- A balanced work week of **35 hours** that leaves plenty of room for a fulfilling life outside the office.
- Versatile paid time off policy that offers paid vacation time, accumulative sick days with a payout at end of employment, and time off in-lieu ensuring employees can take the time they need.
- Comprehensive benefits package, including health and dental coverage, a health care spending account, life insurance, and more, 100% employer paid.
- A staff recognition policy that celebrates our staff's achievements in education and years of service.
- The opportunity to be part of a growing, community minded team and make a real difference in Huron-Kinloss.

So, why wait? The grass is definitely greener here in Huron-Kinloss! Apply now and become a part of our thriving community. We can't wait to welcome you to the team!

Interested applicants are invited to send their resume with references to Leanne Scott, HR Generalist [lscott@huronkinloss.com](mailto:lscott@huronkinloss.com) no later than **September 26, 2025 at 2:00pm.**

Full detailed position description is available by visiting our website [Careers - Township of Huron Kinloss](#)

*This posting is for an existing vacancy within our organization.*

*In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, R.S.O. 1990, c.M45, as amended, and will only be used for the purpose of candidate selection.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of Huron-Kinloss will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.*