
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting Temporary Unionized opportunity in the **Building Standards Department** for an experienced and motivated individual.*

Zoning Plans Examiner II – Contract Up to 18-months

(FILE #J0125-0414)

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Reporting to the Supervisor of Zoning Services the Zoning Plans Examiner II is responsible for examining and analyzing Site Plan and Architectural drawings and documentation including property surveys, specifications, site statistical data, calculations and reports submitted for building permits, development applications and Zoning approvals for the administration, enforcement and determination of compliance with applicable Zoning By-Laws (past and present), related regulations, and applicable laws for the purposes of issuing building permits and supporting development approvals. Responsible for the delivery of the Zoning Services Section's front line customer service with respect to front-counter (in-person), email and telephone inquiries. Provides technical assistance/expertise and Zoning By-law interpretations for verbal and written responses to the public, developers, builders, design professionals, internal and external City departments, Regional, Provincial and Federal agencies and departments, City and Regional Councilors, external groups and organizations, key stakeholders, business and legal professionals, etc. and liaises where appropriate. Provides comments to various departments regarding Committee of Adjustments applications, draft Zoning By-Laws and By-Law Amendments, Site Plan Applications, draft Plans of Subdivisions, Condominium Plans and Part-lot Control Exemptions. Performs complex calculations and makes analytical assessments to determine compliance with Zoning By-law provisions. Researches and prepares reports with regards to development proposals and performs site inspections as required. Represents the Building Standards Department as a Zoning Subject Matter Expert at various committees and meetings including Committee of Adjustment, Ontario Land Tribunal (OLT) and in court proceedings, as required.

Qualifications and Experience

- University Degree in an Architectural or Planning related discipline or suitable equivalent.
- Eligibility for or full membership in Ontario Association of Architects (OAA), Ontario Professional Planners institute (OPPI), Royal Architectural Institute of Canada (RAIC), Canadian Institute of Planners (CIP), Ontario Association for Applied Architectural Sciences (OAAAS), Association of Architectural Technologists of Ontario (AATO).
- Successful completion of the following provincially mandated examination programs administered and authorized by the Ministry of Municipal Affairs and Housing relating to the Building Code Act and Building Code:
 - General Legal Process
 - Powers and Duties of CBO
- Qualifications to the requirements of the Building Code Act - Building Code Identification Number (BCIN) registered with the Ministry of Municipal Affairs and Housing.
- Minimum of five (5) years related experience, including three (3) years related zoning experience, or suitable equivalent.
- Completion of additional Ministry of Municipal Affairs and Housing courses.
- Membership with the Ontario Building Officials Association (OBOA).

If you are an energetic person who is interested in bringing your knowledge and passion for the City of Vaughan, **please apply on or before Friday, October 24, 2025** at: [City of Vaughan - Zoning Plans Examiner II \(contract up to 18-months\)](#)

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.