

# JOB DESCRIPTION



<b>Job Title</b>	Zoning Examiner		
<b>Reports To</b>	Manager of Policy and Heritage Planning	<b>Job Grade</b>	7
<b>Department</b>	Planning, Building and Development Services	<b>Hours per Week</b>	35
<b>Location</b>	Town Hall	<b>Effective</b>	May 28, 2026
<b>EBG Employee</b>	Yes	<b>Status</b>	Full Time

## Job Summary

The Zoning Examiner, under the direction of the Manager of Policy and Heritage Planning, will primarily be responsible for reviewing and analyzing development and building permit applications for compliance with municipal Zoning By-laws, Site Plan Control By-laws, and other relevant legislation. The incumbent provides zoning interpretations, issues zoning verification and conformity statements and assists with the preparation of reports and collection of data.

## Job Requirements

- Post-secondary degree or diploma in Planning, Geography or related field.
- Minimum one (1) year of demonstrated experience reviewing Planning Act applications and building permit submissions for zoning compliance.
- Eligibility or membership with the Canadian Association of Certified Planning Technicians (CACPT) is preferred.
- Comprehensive knowledge of Zoning By-laws, the Planning Act, the Building Code Act, and other applicable legislation.
- Strong analytical and numerical skills with the ability to interpret complex drawings, maps, and site plans.
- Proficiency in Microsoft Office (Word, Excel) and familiarity with digital permit or GIS systems.
- Excellent written and verbal communication skills with the ability to prepare clear reports and provide professional advice.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Demonstrated ability to work both independently and collaboratively in a team environment.

## Job Duties

- Examine and provide zoning feedback and approval for building permit applications and plans to ensure compliance with Zoning By-laws, and other applicable legislation for all land use types, including residential, commercial,

industrial, institutional, and public developments.

- Interpret zoning provisions, planning legislation, and related policies to determine conformity with applicable regulations.
- Review and analyze zoning maps, surveys, property files, development agreements, and other documentation to verify compliance.
- Calculate and assess development requirements, such as setbacks, coverage, parking, and density provisions.
- Provide feedback on permit applications based on zoning conformity and applicable law.
- Research, prepare, and issue zoning verification and compliance letters and property reports for internal and external clients.
- Draft written correspondence and reports for internal departments, committees, Council, consultants, and members of the public.
- Provide professional advice and customer service to staff, developers, contractors, engineers, architects, lawyers, and real estate professionals regarding zoning interpretation and development requirements.
- Participate in meetings and consultations with applicants and other stakeholders to review and clarify zoning matters related to permit approvals.
- Liaise with external agencies and boards, including the Alcohol and Gaming Commission of Ontario (AGCO) and other relevant bodies.
- Assist with counter and telephone inquiries, providing zoning information and guidance on permit-related matters.
- Support investigations and follow-up activities related to zoning and permit approvals.
- Provide technical guidance to administrative staff on zoning-related issues.
- Review and provide input on proposed plans of subdivision and condominium, site plans, official plan amendments, consent, and other development applications for zoning compliance.
- Review and provide input on minor variance applications and zoning by-law amendments.
- Attend and provide evidence or testimony at the Ontario Land Tribunal (OLT) hearings or court proceedings, as required.
- Demonstrate continuous improvement efforts to enhance operations, streamline work processes, and work cooperatively to deliver customer service excellence.
- Promote and deliver a high standard of customer service through responsive, respectful, and effective communication and service delivery.
- Maintain the highest standards of professionalism, integrity, and confidentiality in all aspects of work.
- Adhere to and support all Town policies, procedures, and regulations, ensuring compliance within the division.
- Demonstrate initiative and a commitment to continuous improvement by identifying and implementing efficient and effective work practices.
- Perform all duties in a safe manner, fostering a culture of health and safety and ensuring compliance with the Occupational Health and Safety Act and applicable regulations.
- Perform other duties as assigned by the Manager of Policy and Heritage Planning or their designate.

## Job Competencies

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**Attention to Detail** - Attends to details and pursues quality in accomplishing tasks, regardless of the volume of duties encountered.

**Customer Focus** - Provides superior service to internal and external customers.



**Compassionate** - Shows concern and empathy in a supportive manner to colleagues and the public.

**Organization** - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.

**Problem Solving** - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve. Use logic and analytical methods to come to a realistic solution.

**Professionalism** - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.

**Teamwork**—Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities that foster a team environment.

<b>Reviewed By: Name and Title</b>	Aimee Alderman, Director of Planning, Building and Development Services		
<b>Signature:</b>		<b>Date Approved:</b>	May 28, 2026
<b>Approved By: Name and Title</b>	Nick Ruller, Chief Administrative Officer		
<b>Signature:</b>		<b>Date Approved:</b>	May 28, 2026
<p>The above description reflects the general details necessary to describe the principal functions and duties required for proper job evaluation. It shall not be considered a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			