



Planner and Zoning Examiner

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Assistant Director of Planning, the Planner and Zoning Examiner is responsible for participating in and facilitating planning and development projects in the Town of Grimsby. Projects include applications, policy creation, studies, and other planning-related initiatives. The Planner and Zoning Examiner acts as a point of contact between the Department, internal and external agencies, applicants, and the public. The Planner and Zoning Examiner prepares reports, provides comments, and applies Town and provincial policies to planning and development activities in the Town of Grimsby.

The Candidate

As a candidate for this position, you possess a post-secondary degree in Planning or a related field from a planning program accredited by the Professional Standards Board or the Canadian Institute of Planners (CIP). They must be a Candidate Member with the Ontario Professional Planner Institute (OPPI) and a Candidate or Provisional Member with CIP. The candidate should also have a minimum of three years of recent, relevant experience in municipal land use planning.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes a salary range between **\$73,114 and \$88,955** and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **March 18, 2025, at 4:30 PM**. Please quote the posting number in the subject line.

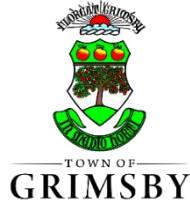
A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.
Posting #: 22-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby’s Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Planner and Zoning Examiner

Planning and Building Department

1. Application Review (50%)

- 1.1 Reviews and analyzes planning and development applications and building permit applications for compliance with the Town's Official Plan, Zoning By-Law, etc. and provides feedback and recommendations.
- 1.2 Prepares recommendation reports to Council to aid in decision-making.
- 1.3 Conducts site visits to determine the acceptability of planning and development applications.
- 1.4 Acts as a commenting agency for minor variance/consent applications, Niagara Escarpment Commission applications, etc.
- 1.5 Leads and monitors the zoning application process for the Town.
- 1.6 Respond to external inquiries related to zoning inquiries related to proposed construction.
- 1.7 Prepare and issue Zoning Compliance Certificates.
- 1.8 Ensuring that monetary requirements, such as development charges, parkland dedications and performance securities are met prior to the issuance of a building permit.

2. External Communications (20%)

- 2.1 Responds to planning-related inquiries and concerns, including front-counter customer service support at town hall for in-person zoning and building permit related matters.
- 2.2 Acts as a point of communication with applicants, stakeholders, agencies, etc.
- 2.3 Works with agencies, both internal and external, to gather comments on planning and development applications.
- 2.4 Prepares documents for public circulation (i.e. Notice of Passing, Notice of Decision, Notice of Public Meeting).
- 2.5 Involvement in Council Meetings, Committee of Adjustment Meetings, Advisory Groups, Public Engagement Sessions).

3. Research and Reporting (20%)

- 3.1 Prepares informational reports on various planning-related topics (e.g. Bill changes, planning initiatives, policy)
- 3.2 Provides support to senior-level staff on special projects, Requests for Proposal, etc.
- 3.3 Follows and maintains awareness of current trends in planning and urban design.
- 3.4 Research, complete and issue zoning verifications and property reports.

4. Administration and Organization (10%)

- 4.1 Prepares agendas for meetings, schedules and distributes invitations to the appropriate recipients.
- 4.2 Determine if planning and development applications are complete, and if fees are required, as well as reception of hard copy submissions.

4.3 Takes meeting notes and minutes during internal and external meetings.

5. Other

5.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies procedures, and guidelines.

5.2 Other related duties, as assigned

The successful candidate will possess the following:

Education

- Post-secondary degree in Planning or a planning-related subject from a planning program accredited by the Professional Standards Board/CIP.

License, Registration and Training

- Candidate Member with the Ontario Professional Planner Institute (OPPI).
- Candidate/Provisional Member with the Canadian Institute of Planners (CIP).
- Valid and unrestricted Class “G” driver’s licence with access to reliable transportation and be able to travel to various work locations across the Town.

Experience

- Three (3) years of recent related experience in municipal land use planning.

Knowledge/Skills/Abilities

- Demonstrated knowledge of the Planning Act, Ontario Building Code, and other relevant Provincial legislation.
- Knowledge of planning theory and practice as defined by the Canadian Institute of Planners and Administrative Law.
- Demonstrated knowledge and ability to interpret and administer a variety of regulations, acts, agreements, policies and guidelines pertaining to planning practices.
- Basic knowledge of planning-related software (i.e. GIS, AutoCAD, Adobe CC).
- Strong organizational, time management, scheduling, and technical review skills.
- Strong interpersonal, communication, report writing, and public relations skills.
- Strong problem-solving, negotiation, record keeping, and analytical skills.
- Intermediate proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

A combination of education, training, and experience may be considered.