

Zoning Inspector III/ Senior By-law Administrator

The City of Guelph is a vibrant and diverse community with a unique sense of place located in southern Ontario along the Innovation Corridor that runs between Toronto and Kitchener-Waterloo. We are also one of Canada's fastest-growing cities with a projected population increase from 135,000 people to almost 170,000 in the next 10 years. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

Job summary

Applications are being accepted for the position of **Zoning Inspector III/Senior By-law Administrator** within Building Services. The successful candidate will perform duties related to complex zoning matters with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

HOURS OF WORK:

35 hours per week, Monday to Friday between the hours of 7:30 am and 5:00 pm

Duties

- Perform on-site inspections of properties to determine compliance with property use and regulations as it pertains to the Zoning By-law, Two-Unit House Registration By-law and Sign By-law.
- Perform on-site inspections of properties to determine zoning compliance for Business Licence applications.
- Work towards and focus on resolution of complex property issues related to zoning matters.
- Issue Building Code Orders, Sign Permits and other approvals.
- Review and comment on encroachment agreements and general agreement releases
- Review and comment on Site Plan Approvals regarding the Sign By-law
- Prepare and process Sign By-law Variances
- Review and comment on Committee of Adjustment variance and consent applications on behalf of Zoning and Building
- Administer the Policy on Telecommunication Towers and/or Antennas
- Prepare correspondence for the public, business owners, property owners, lawyers and others related to municipal by-law violations and use confirmation.
- Issue Provincial Offence Notices and Information's under the Provincial Offences Act and attend court, as necessary, to ensure compliance with Municipal By-laws.

- Provide guidance, direction and advice to other Zoning Inspector positions.
- Draft new, and revise established policies and procedures for use by other members of the department.
- Perform ongoing research, review and drafting of zoning bylaw amendments.
- Recommend and develop new methods and procedures related to zoning matters
- Act as Zoning Administrator when absent
- Establish and maintain good relations with the public, professionals and city staff.
- Perform other related duties as assigned.

Qualifications

- Experience related to the duties listed above, normally acquired through a 3-year diploma in Law and Security, Municipal Planning or closely related field and over 5 years progressive experience in a related role dealing with complex zoning matters and relevant bylaws. Candidates with an equivalent combination of education and experience may be considered.
- Designated as a Certified Municipal Law Enforcement Officer with the Municipal Law Enforcement Officers Association
- Completion of Zoning Administration course through the Ontario Building Official's Association and the Primer in Planning course, or equivalent training
- Qualification with the Ministry of Municipal Affairs and Housing in General Legal and House would be required. Candidates who do not currently possess these qualifications would be required to do so within a specified timeframe.
- Must possess a valid 'G' drivers' licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Must have a detailed knowledge of the Zoning Bylaw, Two-Unit House Registration By-law, the Sign By-law and other related municipal bylaws
- Strong knowledge and experience with the Planning Act as it relates to the Official Plan, Site Plan Approval, minor variances and zoning amendment processes.
- Ability to make appropriate legal interpretations pertaining to zoning matters
- Strong level of judgement and ability to resolve complex problems related to zoning matters
- Familiarity of the Provincial Offences Act including POA court proceedings
- Must possess excellent written and verbal communication skills
- Must possess intermediate computer skills with Microsoft Outlook, Word and relevant software.
- Must have experience with building related software (preferably AMANDA).
- Must possess excellent team skills and have a sincere focus on quality customer service.
- Must have knowledge of the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping will also be required on a regular basis
- A satisfactory Police Record Check would be required at time of offer.

Rate

\$41.45- \$50.90 per hour

How to apply

Qualified applicants are invited to apply using our **online** application system by **Thursday January 20, 2022**. Please note all applicants must complete the online questionnaire

specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.



Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.