



Planning & Building Co-op Student – Zoning & Mapping

Placement: 4-month term or 8-month term
Tentative start date: May 4, 2026

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Planner, the Planning & Building Co-op Student will support the Township's Building, Planning, and By-Law Services Department with the ongoing zoning by-law digitization project. The student will verify the accuracy of the County's preliminary digital zoning layers by cross-referencing the Township's comprehensive zoning by-law schedules, site-specific zoning by-law amendments, and planning and property records. The role ensures zoning information is accurate, reliable, and ready to support zoning review, building permit intake, and customer service inquiries.

Duties & Responsibilities, but not limited to:

Zoning Mapping Verification & Data Management

- Reviews parcel- and property-level zoning information within the County's preliminary digital zoning layers.
- Compares digital zoning data against:
 - The Township's comprehensive zoning by-law schedules
 - Approved site-specific zoning by law amendments, to be located and verified through planning and property files and other municipal records
- Identifies and documents discrepancies, omissions, and inconsistencies between the preliminary mapping and official zoning schedules.
- Records corrections within the County's web mapping platform as directed.
- Tracks parcels reviewed, noting issues identified and updates completed.
- Verifies the accuracy of environmental and constraint overlays (ie buffers around lakes, streams, wetlands) and flags mapping requiring further review.

Planning & Building Support

- Assists staff with zoning research and mapping review for building permit application intake.
- Retrieves planning records, property documents, files, and digital materials to support departmental processes.
- Supports customer service inquiries by helping ensure zoning data accuracy.

Meetings, Communication & Project Coordination

- Attends project meetings and internal departmental meetings as required.
- Prepares meeting materials, notes, summaries, and progress updates.

- Communicates project findings, mapping concerns, and status updates to the Planner and team members.

Qualifications, Skills, Knowledge, Abilities:

- Enrolled in a Planning, Geography, GIS, or related post-secondary co-op program.
- Knowledge of land use planning concepts, zoning by-laws, and municipal planning frameworks.
- Experience with GIS software, spatial data, or web mapping platforms is an asset.
- Strong accuracy and attention to detail when reviewing maps, datasets, and documents.
- Ability to interpret zoning schedules, mapping layers, and planning documents.
- Effective communication, organizational, and project management skills.

This is an existing vacancy for a student co-op placement for a 4-month term (May – August 2026) or 8-month term (May – December 2026).

Compensation: \$18.75 per hour plus 4% vacation pay.

Work Schedule: Monday to Friday, 8:30am to 4:30pm (35 hours per week).

Location: On-site, 7855 30th Sideroad, Alliston, Ontario.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with “Planning & Building Co-op Student” in the subject line by 4pm March 23, 2026.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources.

We use AI-enabled tools to help screen and sort applications based on job-related criteria. All final hiring decisions are made by our human recruitment team.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with Municipal Freedom of Information and Protection of Privacy Act.

We thank all those who apply, but only those selected for an interview will be contacted.