



## FULL-TIME POLICY PLANNER COMPETITION NO.: GI-2026-04



<b>Posting Date:</b>	February 26, 2026	<b>Closing Date:</b>	March 13, 2026
<b>Department:</b>	Growth and Infrastructure	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	Yes	<b>Existing Position:</b>	No
<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions		
<b>Salary Level 107:</b>	\$96,713 - \$120,892 (2026)	<b>Union:</b>	Non-Union

**Interviews are tentatively scheduled for March 30, 2026. Further details (including time and location) will be provided to candidates selected for interviews.**

### Position Summary

Reporting to the Manager of Planning, the Policy Planner is responsible for a wide range of planning policy initiatives including: Official Plan review and updates, Zoning By-law review and updates, Community Improvement Plans, policy planning studies, research and analysis of legislative initiatives, changes and regulations, and administer the heritage portfolio.

### Duties

- Assists the Manager of Planning in policy development, through researching, interpreting, analyzing, preparing and recommending policy directions/options and project management activities.
- Undertakes and/or assists with policy planning studies and special projects such as Official Plan review and updates, Zoning By-law review and updates, Community Improvement Plans, and other policy matters.
- Assists in the review and analysis of complex land development applications as assigned.
- Prepares detailed reports and implementation documents for consideration by Council on policy matters, special projects, and other planning matters.
- Leads and/or participates on special projects and land use planning studies as assigned.
- Prepares and processes Official Plan and Zoning By-law Amendments establishing City-wide land use policy and regulatory standards.
- Provides planning, procedural and technical advice on heritage matters and administers special projects and programs related to the heritage portfolio.
- Respond to requests for information regarding planning and policy document interpretation and provide general operational support to the functioning of the Planning Division.
- At times, may be asked to assist the Manager of Planning and Community Development Planner with day-to-day activities (building permit review, zoning confirmations, zoning by-law amendments, Committee of Adjustment support, etc.).
- Other duties as assigned.

### Qualifications

- Undergraduate Degree (4 years) in areas related to planning, economic development, community development, public administration, political science or a related field.
- A minimum of two (2) to three (3) years prior work experience in the economic/community development or planning field and preferably at the municipal or other government levels.
- Membership in or eligibility for full or candidate membership in the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP).
- Membership with the Canadian Association of Heritage Professionals (CAHP) will be considered an asset.
- Knowledge and experience in working with Official Plan and Zoning By-law documents, the *Planning Act*, the *Ontario Heritage Act* and other government legislation and policies, as well as the consent and minor variance approval processes.
- Strong organization, public relations, project management skills and writing skills.
- Demonstrated knowledge of Microsoft Word, Excel, Outlook and Power Point, along with experience working with Geographic Information Systems (GIS) in a municipal government environment.
- Current and clear Criminal Record Check with Judicial Matters Check required.
- A valid Ontario Class G driver's licence.

### How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **March 13, 2026**.

**Via Email** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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