



FULL-TIME INTERMEDIATE PLANNER COMPETITION NO.: GI-2026-06



Posting Date:	April 24, 2026	Closing Date:	May 8, 2026
Department:	Growth and Infrastructure	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes – Employer Matched Contributions		
Salary Level 106:	\$89,546 - \$111,932 (2026)	Union:	Non-Union

Interviews are tentatively scheduled for Tuesday, May 19, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Reporting to the Manager of Planning, the Intermediate Planner is responsible for reviewing and providing planning recommendations on various development planning applications while demonstrating sound knowledge of Ontario's land use planning system and municipal approvals processes.

Duties

- Assist the Manager of Planning and Community Development Planner with day-to-day activities (building permit review, zoning confirmations, minor zoning by-law amendments, Committee of Adjustment support, etc.).
- Processes, evaluates and prepares recommendations reports on a wide range of development applications.
- Provides guidance to the public, developers, lawyers and other interested parties.
- Conducts research on special projects along with statistical, demographic and land needs analysis.
- Performs reviews of consent and minor variance applications, which are considered by the Manager of Planning in preparing recommendations to the City's Committee of Adjustment.
- Refers special and/or unusual situations to the Manager of Planning for direction.
- 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.
- Knowledge and experience in working with Official Plan and Zoning By-law documents, the *Planning Act* and other government legislation and policies, as well as the consent and minor variance approval processes.
- Membership in or eligibility for full or candidate membership in the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP).
- 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 **May 8, 2026**.

Via Email 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.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:(705)264-1331)