City of PICKERING

One Team. One Vision. Infinite Possibilities

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Principal Planner, Policy

Department:	City Development
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Existing
Shift/Hours:	Monday to Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	$62.71/hr. to $69.52/hr. (Non-Union Pay Grade 7)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)
Date Posted:	Friday, November 13, 2026
Deadline to Apply:	Friday, November 27, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Principal Planner, Policy.

The incumbent manages, coordinates and participates in highly complex and multi-disciplinary projects on a wide variety of municipal planning matters with a particular emphasis on policy and special studies. This is accomplished through: the provision of professional advice and strategic input to senior management and Council; overseeing the work of Planners and other technical staff, providing technical guidance, work assignments, and training as required; researching, analyzing, preparing and presenting Reports to Council or Committees of Council; and developing planning recommendations for Departmental consideration, presentation and discussion with politicians, developers, internal staff, agencies, and the public, and the subsequent implementation of planning decisions.

Primary Responsibilities

- Manages, coordinates, implements, and participates in highly complex, multi-disciplinary projects on a wide variety of municipal planning and other related matters, including overall planning policy; emerging policy; special studies; design guidelines; development applications; general information; and activities of other agencies, municipalities and levels of government.
- Prepares Reports to Council or Committees of Council and provides professional advice and strategic input to senior staff and Council on a wide variety of municipal planning and related matters.
- Formulates and substantiates preferred and alternative recommendations on a wide variety of municipal planning and related matters for the consideration of the Manager.
- Undertakes necessary analyses, consultations, and research including public consultation in accordance with Corporate Policy and the Planning Act.
- Undertakes implementation work including: preparing official plan amendments, design guidelines, and implementing zoning by-laws for Council’s consideration; consolidating the City’s Official Plan; reviewing development agreements; and monitoring clearance of conditions of approval for development applications.
- Provides information, professional and technical advice and assistance to Council, staff, public, agencies, developers and consultants, on current and emerging issues.
- Makes presentations to Council, Committees of Council, the public, interest groups, and others, and appears for the Corporation as an expert planning witness before the Ontario Land Tribunal (OLT) and other Tribunals, to present evidence.
- Performs other related duties as required.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of a degree in Urban Planning or an Honours degree in a related discipline.
- Full membership in the Ontario Professional Planners Institute and Canadian Institute of Planners.
- Five years of progressively more responsible work-related professional planning experience, preferably in a municipal environment at a senior planning level, with a particular emphasis on planning policy. Experience to include at least two years in a leadership role.

Knowledge, Skills and Abilities

- Thorough knowledge and understanding of the Planning Act (Ontario), regulations and procedures, Regional and Provincial Plans and policies, planning and land development practices, the OLT processes, and emerging municipal planning and development principles.
- Excellent analytical problem-solving, organizational, communication (written and oral), report writing, presentation, leadership, coaching, mentoring, team building, project management, negotiation, conflict resolution and customer service skills.
- Proven ability to synthesize, evaluate and interpret highly complex planning issues and information from a wide variety of sources; evolve clear planning recommendations, concepts and strategies; and convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Proven ability to coordinate major projects and multi-jurisdictional initiatives.
- Ability to exercise judgment in a rational and informed manner appropriate to the situation, obtain consensus, and resolve issues.
- Demonstrated ability to develop creative solutions in response to a wide variety of land use, and planning policy issues, within a dynamic, fast-paced, multi-stakeholder environment.
- Ability to work independently, as a team leader, or as a member of a team with minimal supervision.
- Ability to represent the Corporation at OLT hearings, court proceedings, tribunals, meetings, and other functions.
- Ability to identify priorities and organize and coordinate a variety of job responsibilities having simultaneous deadlines, changing priorities, and multiple reporting relationships, and to coordinate the input of other support staff.
- Proven ability to maintain effective working relationships with all levels of employees, elected officials, and the community, and to maintain a professional outlook in an atmosphere of competing interests and time constraints.
- Must be willing and able to work evenings after regular hours, as required.
- Demonstrated proficiency in the use of personal computers and Windows based software applications.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Possession of a valid Class “G” Ontario Driver’s Licence is an asset. A clean driving record is preferred along with consent for a driver’s abstracts through the Ministry of Transportation.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city… inclusive, connected, caring and prosperous.