

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT GROWTH MANAGEMENT DIVISION - LEGISLATIVE – LOCATION – 71 MAIN STREET WEST

LEGISLATIVE APPROVAL / STAGING OF DEVELOPMENT CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reports to Senior Project Manager, Legislative Approvals / Staging of Development. Co-ordinates, reviews, monitors and comments on all planning related matters with respect to, but not limited to, Subdivisions, Condominiums, Site Plans, Zoning and Official Plan Amendments, Committee of Adjustment and Part Lot Control Applications.

GENERAL DUTIES

Review and comment on applications of Draft Plan of Subdivision and Condominium based on planning principles and requirements under the Planning, Condominium and Municipal Act.

Review and comment on other various Planning Development Applications, in particular, with respect to municipal addressing and Street Naming, amongst other matters.

Oversees and coordinates the assigning of new street names and addresses for Subdivisions and Condominiums, or for changes to street names / municipal addressing in accordance with City by-laws, policies and procedures.

Maintains the street name database, corporate addressing software (GO360) and other address related tracking files.

Receive, review and process Site Alteration Permit Applications.

Author planning reports with professional recommendations and by-laws for approval of minor revisions to Draft Plans of Subdivision and Condominium applications, street name changes, and special projects.

Preparation of Notice of Decisions in accordance with Provincial Planning and Condominium Act legislation for Subdivision and Condominiums.

Co-ordinate, monitor and review draft plan conditions and related agreements for registration of Subdivisions and Condominiums.

Track, review and process extensions for Subdivision and Condominium.

Liaise with and provide correspondence with various agencies, consultants, lawyers, developers, engineers, surveyors, architects, planners, government ministries, contractors, utility companies, the public, Councillors and staff members.

Calculating and processing of Draft Plan of Subdivision and Condominium fees and other related City processing fees.

Processes Local Planning Appeal Tribunal (“LPAT”) appeals for Draft Plans of Subdivision and Condominium in accordance with Planning Act legislation.

Review and revise draft plans and legal documents and agreements to ensure that City standards, policies and by-laws are met.

Responsible for input, tracking and reporting of key performance indicators and metrics.

Track and record relevant Staging of Development details.

Provide counter service duty related to all aspects of various types of applications and/or inquiries.

Review and update Sectional process manuals, templates and administrative matters, as required.

Perform other duties as assigned which are directly related to the core responsibilities of the position.

Attendance, participation and presentations at various City committees, stakeholder groups and working groups.

Able to work with others as a team; and, independently in a fast-paced and demanding environment.

Research for, reporting and presenting of matters related to assigned special projects.

Responsible for file / data management and retention, in accordance with applicable legislation and City policies and procedures.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Working knowledge and experience with the Planning Act, Condominium Act, Municipal Act, Development Charges Act, Municipal By-Laws, policies, procedures and guidelines, Subdivision design standards and principles, technical reports and records management.
2. Experience in various computer programs including Word, Access, PowerPoint, Excel, GIS, GO360, and AMANDA.
3. Excellent interpersonal and writing skills with ability to express ideas clearly and effectively, both orally and in writing and through reports and formal presentations.
4. Demonstration of proven related knowledge and experience in municipal and / or development planning, and administration.
5. Membership and accreditation with the Ontario Professional Planners Institute (“OPPI”) in good standing with experience, is preferred; alternatively membership with the Canadian Association of Certified Planning Technicians (“CACPT”), with minimum three (3) years’ experience, will also be considered.
6. Must possess a Class “G” Driver’s License with provisions of a vehicle for use on the job.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
