

CITY OF HAMILTON**REVISED February 14, 2024****PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**
(PLANNING DIVISION – SUSTAINABLE COMMUNITIES SECTION - LOCATION - 71 MAIN ST. W.)**SENIOR PLANNER – COMMUNITY INITIATIVES- CUPE 5167(INSIDE WORKGROUP)****SUMMARY OF DUTIES**

Reporting to the Manager, Sustainable Communities, under the general supervision of the Community Planning Team Lead, the Senior Planner - Community Initiatives provides expert land use planning and development advice to City staff, prepares or reviews and processes development applications for surplus city-owned lands that are to be divested, participates on city committees and working groups, and leads or coordinates broader city-initiatives related to the city's portfolio of property or initiatives requiring a land use planning lens. The Senior Planner works with a project team to analyze and report on development and planning issues.

GENERAL DUTIES

Reviews, comments and prepares reports to Committee and Council on development applications including Site Plans, Zoning Applications, Official Plan Amendments, Subdivision Plans, Part Lot Control and Condominiums.

Processes development applications in accordance with departmental procedures and statutory requirements of the Planning Act.

Evaluates planning and design/landscape merits of development applications; incorporates planning and municipal objectives and makes recommendations on proposed developments for action by Council.

Reviews and interprets reports and documents from other departments, consultants, outside agencies, and provincial ministries.

Interprets legislation such as the zoning by-law, official plan and the Planning Act.

Conduct site inspections; take notes and photographs to ensure accurate assessments of the site/area.

Develops and requires conditions of approval on development applications.

Negotiates development planning requirements and conditions to settle disputes and policy interpretations.

Assists in the mediation of land use conflicts.

Prepares, coordinates and presents evidence as an expert witness at hearings, such as Ontario Land Tribunal hearings.

Develops study frameworks and prepares terms of reference for projects, initiatives and other land use/development planning related matters for various geographic scales to be undertaken by staff or consultants.

Undertakes project management tasks for projects, including establishing and directing project teams in task coordination and project deliverables; monitor and report on project progress.

Develops, coordinates and/or leads public engagement processes such as public information meetings, open houses and stakeholder/neighbourhood meetings. Summarizes and reports on the outcomes of the public

engagement process.

Coordinates and leads multi-disciplinary teams.

Liaises with ministries, municipalities, developers and other agencies on planning matters related to the city's portfolio of properties.

Receives and answers written and verbal inquiries from staff, the public, elected officials, other departments, agencies municipalities, other levels of government, developers and from community groups and outside agencies, in accordance with Departmental and corporate procedures; records and monitors the frequency of inquiries.

Acts as the Department's representative to provide planning support and expertise at meetings such as technical steering committees, advisory Committees of Council, meetings with other planning staff, senior management, developers, clients, other departments and the public regarding city-initiated development applications, other city initiatives, and other matters relating to the City's portfolio of lands.

Periodically directs and provides planning support and expertise to students; recommends the hiring of and evaluates students as dictated by the needs of the Section.

Works 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.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Degree in Land Use Planning or a directly related field with a minimum of 5 years of progressive professional experience in land use development, review and implementation
2. Strong knowledge and experience in real estate transactions and real estate planning
3. Must be a full member of the Canadian Institute of Planners or Ontario Professional Planner's Institute
4. Experience in project management and team leadership related to land use planning or strategic initiatives
5. Ability to plan and coordinate work in a team environment
6. A high level of skill in research, problem solving, verbal and written communications
7. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques
8. Excellent interpersonal and communications skills and ability to express ideas effectively through formal presentations.
9. Experience before the Ontario Land Tribunal.

SALARY:

Salary Grade Q

HOURS:

35 per week

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