

**CITY OF HAMILTON**

**REVISED SEPTEMBER 7, 2023**

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION - DEVELOPMENT PLANNING - LOCATION - 71 MAIN ST. WEST, 5<sup>th</sup> FLOOR)

SENIOR PLANNER - DEVELOPMENT PLANNING - CUPE 5167(INSIDE WORKGROUP)

**SUMMARY OF DUTIES**

Reporting to the Manager of Development Planning, under the general supervision of the Area Planning Manager. Administer and process development applications. Provide expert land use planning and development advice to other Development Planning staff. Direct and work with a project team to analyze and report on development and planning issues.

**GENERAL DUTIES**

Reviews, comments and prepares reports to Planning 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; incorporate planning and municipal objectives and make recommendations on proposed developments for action by Council.

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 and presents evidence at Ontario Land Tribunal Hearings.

Develops, documents and monitors procedures to streamline the development approvals process.

Conducts site inspections.

Receives and answers inquiries from elected officials, staff, the public, municipalities, ministries

and outside agencies.

Represents the Department at meetings, such as public meetings, client and inter-departmental meetings.

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

Inputs, manipulates and retrieves data.

Assists in the preparation of the annual work program.

Creates and implements research methodologies, terms of reference and study designs for projects.

Co-ordinates studies to review and establish development standards and design criteria.

Designs and produces conceptual plans and graphic materials for presentations and inclusion in studies, design guidelines and policy documents.

Collects and compiles, analyzes and interprets data, identifies and evaluates alternatives, formulates conclusions and recommendations.

Co-ordinates and arranges meetings, prepares agendas; act as resource person.

Trains staff and functions as resource on planning and development issues.

Liaises with applicants, area residents, elected officials, provincial ministries and outside agencies.

Composes correspondence.

Directs the work of project teams.

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

Prepares by-law amendments and review draft by-laws.

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

## **QUALIFICATIONS**

Degree in Land Use Planning or a directly related field with a minimum of 5 years professional experience in land use development, review and implementation.

Must be Full Member in the Canadian Institute of Planners.

Extensive knowledge and experience in real estate transactions and land use planning.

Several years directly related professional planning experience in Development Planning.

Experience before the Local Planning Appeal Tribunal.

Working knowledge of development approvals processes.

Ability to plan, assign and co-ordinate the work of subordinates in a work team environment.

Some supervisory experience would be desirable.

A high level of skill in research, problem solving, verbal and written communications, and interpersonal relations. Excellent writing skills.

Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.

Excellent interpersonal skills and ability to express ideas effectively through formal presentations.

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

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