

CITY OF HAMILTON**REVISED MARCH 24, 2022****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, Community Planning, under the general supervision of the Senior Project Manager, Community Planning, the Senior Planner, Community Initiatives provides expert land use planning and development advice to other Planning staff. The position is responsible for reviewing and processing development applications for surplus-city owned lands that are to be divested. Project work related to city-owned properties will be coordinated and managed. The Senior Planner will work with a project team to analyze and report on development and planning issues.

GENERAL DUTIES

Reviews, comments and prepares reports to Standing 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.

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 Municipal Board 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 Planning Division 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.

Coordinates and arranges meetings, prepares agendas; act as resource person.

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

Composes correspondence.

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.

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 professional experience in land use development, review and implementation.
2. Extensive knowledge and experience in real estate transactions and real estate planning.
3. Several years directly related professional planning experience in Development Planning and project management.
4. Ability to plan, coordinate the work in a team environment
5. A high level of skill in research, problem solving, verbal and written communications, and interpersonal relations
6. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.
7. Excellent interpersonal skills and ability to express ideas effectively through formal presentations.
8. Working knowledge of development approvals processes.
9. Experience before the Ontario Municipal Board.

10. Must be full member in the Canadian Institute of Planners.

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
