

CITY OF HAMILTON

REVISED NOV 2022

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – SUSTAINABLE COMMUNITIES SECTION - LOCATION – City Hall, 71 Main Street West

PLANNER II – POLICY PLANNING - CUPE 5167

(1 PERMANENT FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Policy Planning, conducts research, analyses and undertakes studies for strategic and policy planning subjects. Assist with the preparation of materials for public consultation. Answers public inquiries on projects related to the Section.

GENERAL DUTIES

Conduct research for special studies and reports such as policy initiatives, Zoning By-law regulations/uses, and other land use/development planning related matters. Draft related reports, by-law amendments and/or policies/procedures.

Collect, compile, analyse and interpret planning related data from sources such as the census, surveys and development applications for input into various departmental and corporate projects.

Research and write routine reports on planning policy and zoning related issues for a variety of geographic scales.

Assist with the development, coordination and facilitation of public engagement processes such as public information meetings, open houses and stakeholder/neighbourhood meetings. Assist with the summary and report on the outcomes of the public engagement process.

Prepare and make presentations regarding planning related matters to Committees of Council, corporate and departmental teams, the public, other departments and staff teams and local organizations.

Maintain records and databases for development application status, meetings and reports.

Compose correspondence such as memorandums, letters on planning-related matters to management, other staff, area residents, elected officials, public agencies, developers and consultants.

Liaise and develop positive working relationships with applicants, developers, the public, elected officials, other departments, community groups and/or government agencies on planning related matters; analyse and report on information received and maintain sources such as key contacts and information sources.

Receive and answer written and verbal inquiries from staff, the public, elected officials, other departments, agencies, municipalities, other levels of government, developers and from community groups including receiving and answering inquiries at counter, in accordance with departmental and corporate procedures. Record and monitor the frequency of inquiries.

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

Prepare, coordinate and present evidence as an expert witness at hearings, such as Ontario Land Tribunal hearings.

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. A degree in Urban and Regional Planning or a directly related field.
2. Proven ability to analyze problems and develop solutions by using broad knowledge acquired at the university level of education.
3. One year professional experience in land use planning or municipal experience.
4. Must be a Candidate member of the the Ontario Professional Planners Institute or the Canadian Institute of Planners.
5. Proven related planning and development knowledge with related experience in working in a team environment.
6. Familiarity with the municipal environment and relevant Federal and Provincial policy and legislation including knowledge of and familiarity with The Planning Act, Official Plans and Zoning By-laws.
7. Proven ability to express ideas effectively, orally and in writing.
8. Excellent organizational skills and the ability to work with tight deadlines and competing priorities.
9. Working knowledge of Microsoft Office software such as Word, Excel and Power Point.

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