

CITY OF HAMILTON

UPDATED: MARCH 2022

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION - LOCATION – 71 MAIN STREET WEST, 4TH FLOOR

PLANNER I - ZONING BY-LAW REFORM – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Zoning and Committee of Adjustment, the main functions of the position entails researching, compiling and preparing Zoning By-law regulations and the organization of and participation in public engagement activities related to the Zoning work. It also includes working with GIS data as it relates to planning tools.

GENERAL DUTIES

Receives and answers inquiries from staff, public, other departments, elected officials, municipalities, ministries and outside agencies.

Provides staff support to interdepartmental Staff Working Groups.

Collects and compiles data; analyzes and interprets data; formulates conclusions.

Maintains sources such as key contacts and information resources locally, nationally and internationally.

Liaises with municipalities, ministries and community agencies on planning matters.

Co-ordinates public consultation - Public Information Meetings, Open Houses and Neighbourhood Meetings.

Reviews literature; reports on planning and policy issues.

Interprets and develops Official Plan policy and Zoning By-law regulations.

Develops study designs, researches methodologies and terms of reference for projects.

Develops framework to evaluate and analyze information, policies and plans.

Reports on progress of projects.

Conducts surveys.

Inputs, manipulates and retrieves data.

Conducts site inspections; takes notes and photographs.

Scans media to identify issues.

Prepares and implements strategic plans.

Writes reports such as research, technical and policy project reports and Committee reports.

Composes correspondence such as briefs and policy statements for senior management.

Reviews and interprets reports from other departments, municipalities, community agencies, consultants, Provincial ministries and other local, national and international organizations.

Prepares audio-visual, graphic and written presentations to committees for Council, local, national and international organizations and the public.

Prepares and present evidence at Ontario Land Tribunal.

Acts as department representative at meetings.

Directs students; recommends hiring of students.

Works in accordance with the provisions of all 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 Urban and Regional Planning or a directly related field with a minimum of two years of professional experience in a relevant area of land use, economic or social planning.
2. Ability to work effectively in a team environment.
3. Knowledge of Official Plan policy development, Zoning By-law preparation or major City-wide regulation or policy development and knowledge of development planning.
4. A high level of skill in research, problem solving, oral and written communications, and interpersonal relations.
5. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.
6. Ability to express ideas effectively, orally and in writing.
7. Familiarity with government and the political environment and relevant Federal and Provincial policy (e.g. Place to Grow: the growth Plan for the Greater Golden Horseshoe, Greenbelt Plan, Provincial Policy Statement) and legislation, notably the Ontario Planning Act.
8. Must be a full member of the Canadian Institute of Planners (CIP) or the Ontario Professional Planners Institute (OPPI).