

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (PLANNING DIVISION – DEVELOPMENT PLANNING - LOCATION – 71 MAIN STREET WEST, 5<sup>TH</sup> FLOOR)

#### PLANNER I - DEVELOPMENT – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager of Heritage and Urban Design , reviews and evaluates complex development applications focusing on site plan approval by evaluating the planning merits of the application and preparing reports to standing committees, Council and delegated approval authorities.

#### GENERAL DUTIES

Reviews and evaluates complex development applications related to subdivisions, condominiums, part lot control, rezoning, official plan amendments, site plans and pre-consultation by:

- Reviewing and evaluating the planning merits of applications based on legislation and policy documents to ensure that planning and municipal objectives are considered and adhered to;
- Determining whether environmental assessments/environmental impact statements are required;
- Determining appropriate agencies and departments for circularization to ensure that the input of all internal and external stakeholders is considered, evaluated and reported on; reviews and analyzes submissions;
- Negotiating planning requirements and conditions to assist in resolving disputes and policy interpretations;
- Writing reports to management, Committee, Sub-committees and Council that identifies and evaluates alternatives, formulates conclusions and recommends the preferred course of action on development applications based on a standard format; and by
- Presenting and defending development applications and associated recommendations regarding approval to Committee/Council.

Reviews and interprets legislation such as *The Planning Act* and associated regulations, zoning by-laws and draft by-law amendments and other planning policy documents.

Reviews and interprets reports from other staff, departments and municipalities, community agencies, consultants and provincial ministries to review/evaluate impacts on development.

Liaises with and advises applicants, developers, area residents, elected officials and agencies on planning matters and other development application policies/procedures.

Drafts public notice signs for rezoning, subdivisions, and official plan amendments.

Composes correspondence such as memorandums, technical reports and briefs to management, other staff, area residents, elected officials, public agencies, developers and consultants.

Conducts research for special studies and reports. Collects, evaluates and summarizes data, compiles and analyzes statistics.

Conducts site inspections for all development applications. Takes notes and photographs to ensure accurate assessments.

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

Receives and answers verbal, telephone, written and counter inquiries from staff, elected officials, the public, developers, other departments and outside agencies regarding development applications and other planning related matters.

Translates legislative and planning policy requirements into practical terms.

Liaises with other municipalities, provincial ministries, developers and community agencies/partners with respect to development initiatives and programs.

Provides planning support and expertise to junior planners/students in the analysis and review of development applications as required.

Directs and evaluates students as required.

Represents the Department at internal and external meetings including meetings with other planning staff, developers, clients, other departments and the public.

Inputs, manipulates and retrieves data.

Presents development applications at open houses and public meetings.

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. Honours Degree in Urban and Regional Planning or a directly related field with a minimum of two years professional experience in a relevant area of land use planning.
2. Demonstrated ability to work effectively in a team environment.
3. Knowledge of Zoning By-laws and 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. Excellent written and verbal communication skills, facilitation skills and presentation skills. Demonstrated ability to prepare and write reports, policies and strategies.
7. Familiarity with government and the political environment and relevant Federal and Provincial policy and legislation, notably the Ontario Planning Act.
8. Must be a full member of the Canadian Institute of Planners.
9. Working experience in Microsoft Office.
10. Strong customer service skills with the demonstrated ability to receive and answer inquiries from staff, public, other departments, agencies, developers, public and Council on development related matters.
11. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.