

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(PLANNING DIVISION - URBAN BOUNDARY EXPANSION AND ASSOCIATED SECONDARY PLANNING –**  
**SUSTAINABLE COMMUNITIES SECTION - LOCATION - CITY HALL, 71 MAIN ST. W., 4<sup>th</sup> FLOOR)**

**SENIOR PLANNER – URBAN BOUNDARY EXPANSION - CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Manager, Sustainable Communities, under the general supervision of the Program Lead) Urban Boundary Expansion Reviews applications and prepares and administers reports; formulates and expedites public consultation processes; co-ordinates and conducts research and formulates policies related to long-range land use and policy planning; undertakes and co-ordinates project work in multi-disciplinary teams; and prepares and present reports and recommendations.

**GENERAL DUTIES**

Prepares new complex Official Plan Amendments for urban boundary expansion and associated secondary planning including policy and mapping, in coordination with other Departments, agencies and stakeholders.

Develop study frameworks and reviews terms of reference for studies, policy initiatives and other land use/development planning related matters Associated with applications.

Undertake project management tasks for applications, including establishing and directing task coordination and project deliverables; monitor and report on application progress.

Direct the preparation of graphic materials for inclusion in reports, presentations and other planning related documents.

Review, provide comments and recommendations on complex reports, studies, proposals.

Interprets legislation and Provincial policy such as the Planning Act.

Determines compliance of Capital Works, local improvements and Official Plans and Provincial Policy Statement

Undertake and/or coordinate research, surveys by collecting, evaluating, summarizing and reporting on data.

Compile and analyse information from various sources to identify and evaluate alternatives, formulate conclusions to balance competing interests including planning and municipal objectives; and prepare and present recommendations for consideration by Committees and City Council.

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.

Develop, coordinate and/or lead public engagement processes such as public information meetings, open houses and stakeholder/neighbourhood meetings. Summarize and report on the outcomes of the public engagement process.

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

Coordinate multi-disciplinary teams.

Liaise with ministries, municipalities, developers and other agencies on planning matters.

Receive and answer written and verbal inquiries from staff, the public, elected officials, other departments, agencies

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municipalities, other levels of government, developers and from community groups and outside agencies including receiving and answering inquiries by e-mail and through social media, at counter, in accordance with Departmental and corporate procedures.

Act as the Department's representative to provide planning support and expertise at meetings such as technical steering committees, advisory Committees of Council, meetings with other planning staff, senior management, developers, clients, other departments and the public regarding Development Applications, the Official Plan, by-law amendments and/or other planning related initiatives.

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

Periodically train, co-ordinate and provide technical planning support and expertise to planners and technicians as dictated by the needs of the Section.

Periodically direct and provide planning support and expertise to students; recommend the hiring of and evaluate students as dictated by the needs of the Section.

Work 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.

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

### **QUALIFICATIONS**

1. Degree in Planning or related discipline from a University.
2. Applicant must be a full member of the Canadian Institute of Planners and have a minimum of 5 years of progressive planning experience in Official Plan policy and Zoning By-law regulation development and project management experience.
3. Some supervisory experience would be desirable.
4. Considerable knowledge of the principles, practices and objectives of municipal planning with focus on policy planning, knowledge of the principles and practices of the multi-disciplinary areas of municipal planning. Knowledge of the current literature, trends and developments in the area of secondary and community planning.
5. Considerable knowledge of the Planning Act and Municipal Class EA processes.
6. Knowledge of the principles and practices of the multi-disciplinary areas of municipal planning.
7. Demonstrated ability to provide leadership and to motivate team members.
8. Demonstrated ability to plan, assign and supervise the work of subordinates in a team environment.
9. Demonstrated ability to express ideas effectively, orally and in writing.
10. Demonstrated ability and experience in formulating and expediting a public consultation process.
11. Demonstrated ability in preparing Official Plan Amendments.
12. Demonstrated experience preparing and giving oral presentations to the community (eg. Public Information Centres).
13. Demonstrated ability to establish and maintain effective working relationships as necessitated by work assignments.

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14. Demonstrated experience co-ordinating, preparing and presenting evidence as expert witness on Official Plan and related matters at OLT Hearings.