

## CITY OF HAMILTON

### PLANNING AND DEVELOPMENT DEPARTMENT

(PLANNING DIVISION- ZONING & COMMITTEE OF ADJUSTMENT - LOCATION - 71 MAIN ST. W 5<sup>TH</sup> FLOOR)

### SENIOR PLANNER, ZONING BY-LAW REFORM - CUPE 5167(INSIDE WORKGROUP)

#### SUMMARY OF DUTIES

Reporting to the Supervisor, Zoning By-law Reform, co-ordinate and conduct research for city initiated zoning reviews, formulate zones and zoning by-law regulations for the City's comprehensive Zoning By-law; formulate and implement public engagement programs; co-ordinate multi-disciplinary teams; prepare and present reports and recommendations.

#### GENERAL DUTIES

Administers the City's Zoning By-laws.

Researches, creates, presents, and implements new Zoning By-law regulations.

Formulates and evaluates alternatives; prepares and presents recommendations to Committees.

Writes reports such as technical reports and committee reports; composes correspondence.

Co-ordinates public engagement programs; presents at various stakeholder meetings and public information meetings.

Co-ordinates and manages consultant work programs.

Conducts site inspections.

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

Negotiates the approval of regulations with approving authorities and property owners.

Prepares departmental comments on studies and proposals.

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

Receives and answers inquiries at the counter.

Co-ordinates and provides technical planning support to the work of planners, technicians and special purpose committees.

Co-ordinates, prepares and presents evidence as expert witness on Zoning By-Laws, Official Plans and related matters at Ontario Land Tribunal (OLT) Hearings.

Represents the department at meetings and provides staff support to interdepartmental staff working groups.

Inputs, manipulates and retrieves data.

Interprets legislation and Provincial policy such as the Planning Act.

Trains staff.

Arranges meetings.

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

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.

**Qualifications**

1. Degree in Land Use Planning or a directly related field with a minimum of 5 years of progressive planning experience, including zoning by-law preparation or major Zoning By-law regulation development, review and implementation.
2. Must be full member of the Canadian Institute of Planners.
3. Knowledge of the principles and practices of the multi-disciplinary areas of municipal planning.
4. Demonstrated experience in project management.
5. Ability to plan, and to coordinate work in a team environment.
6. A high level of skill in research, problem solving, verbal and written communications, and interpersonal relations.
7. Excellent analytical abilities with a thorough knowledge of analytical research methodologies.
8. Excellent interpersonal skills and ability to express ideas effectively through formal presentations.
9. Demonstrated experience formulating and implementing public engagement programs.
10. Working knowledge of development application processes.
11. Demonstrated experience before the Ontario Land Tribunal.

**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**

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