



**City of Hamilton**  
**DEVELOPMENT INDUSTRY LIAISON GROUP**  
**AGENDA**

**Date:** January 20, 2025

**Time:** 9:30 a.m.

**Location:** YouTube Channel Streaming for Virtual Meetings

All electronic meetings can be viewed at:

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Taylor Brown (905) 546-2424 ext. 3841

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**1. WELCOME**

*Ashraf Hanna*

**2. MINUTES FROM THE PREVIOUS MEETING(S)**

**3. DISCUSSION ITEMS**

3.1 City's update on the MECP Consolidated Linear Infrastructure program for Hamilton/Provision of As-builts. (20 minutes)

*Wendy Jackson/Binu Korah*

3.2 Development Application Signs and Notices. (5 minutes)

*Jennifer Haan/Tricia Collingwood*

3.3 Planning Application Naming Conventions for submission materials (5 minutes)

*Dhruv Mehta*

3.4 High-rise Residential Zone Update. (5 minutes)

*Alana Fulford*

3.5 Downtown Office to Residential Conversion Incentive Program. (5 minutes)

*Phil Caldwell*

- 3.6 Update On Changes To The Site Plan Control By-Law - Lapsing Provisions. (30 minutes)

*Ken Coit*

#### **4. ADJOURNMENT**

Next DILG meeting: April 14 2025



## DEVELOPMENT INDUSTRY LIAISON GROUP

(November 18, 2024)

9:30 AM

Webex

<b>Present:</b>	
Ashraf Hanna, City of Hamilton	Johnpaul Loiacono, City of Hamilton
Amanda Stringer	Matt Johnston
Andrew Hannaford	Jaime McIntosh
Anthont Salemi, WE HBA	Michelle Diplock, WE HBA
Bull Curran	Mike Collins-Williams, WE HBA
Binu Korah, City of Hamilton	Nicole Cimadamore
Brenda Khes, GSP Group Inc.	Gavin Norman, City of Hamilton
Phil Caldwell, City of Hamilton	Melanie Pham, City of Hamilton
Mike Christie	Sarah Knoll
Ken Coit, City of Hamilton	Scott Turnbull
Tricia Collingwood, City of Hamilton	Stephanie Mirtitsch
Tim Crowley, City of Hamilton	Steve Robichaud, City of Hamilton
Rino Dal Bello, City of Hamilton	Steve Spicer
Dave Heyworth, City of Hamilton	Steven Frankovich
Drina Omazic, Hamilton Chamber of Commerce	Suzanne Mammal
Edward John, Landwise	Charlie Toman, City of Hamilton
Elisha Vankleef	Tomide O
James W.	Travis Skelton, Losani Homes
Kathy Jazvac	Heather Travis, City of Hamilton
Justin Mamone	Kirk Weaver, City of Hamilton
Katelyn Gillis, Landwise	
Ryan Kent, City of Hamilton	
Kevin Hollingworth	

**1. Welcome – Steve Frankovich**

**2. Minutes from September 9, 2024**

Approved, no comments.

**3. Discussion items**

**3.1. Waste Design Requirements for New Development. (10 minutes)**  
*Ryan Kent*

*Presentation was given to seek feedback from the DILG on the following questions: What needs to be considered when implementing garbage carts including changes to the Waste Design Requirements and If there is general support for this approach. The expected completion date of the Pilot Program is Spring 2025. An*

update will be provided to the DILG with the learnings and proposed changes to the Waste Design Requirements. Please contact Ryan Kent at [ryan.kent@hamilton.ca](mailto:ryan.kent@hamilton.ca) if you have any questions.

**3.2. Watershed Action Plan. (10 minutes)**

*Tim Crowley*

The goal of the Watershed Action Plan was shared via a presentation: the City will plan and implement targeted actions that address non-point sources of pollution and will contribute to the health of Hamilton Harbour and surrounding tributaries, enhance public engagement, and foster sustainable watershed management practices. The current status of the plan is in step 3: preparing and approving the plan. The remaining two steps are implementing the plan and monitoring and evaluating the plan.

**3.3 Update on Comprehensive Review of the LEED Community Improvement Plan and incentive program (10 minutes)**

*Phil Caldwell/Johnpaul Loiacono*

Presentation given on the LEED Community Improvement Plan. An Engage Page was published with details of the project for the public, including opportunities to submit questions and take part in a survey, a virtual Public Workshop was held on June 18, 2024, and staff also reached out directly to the industry for feedback. Staff will be providing an update to DILG before the end of Q1 2025 to provide program details before going to Council with any recommendations.

**3.4 Secondary Plan updates to Implement Low Density Residential Zoning. (5 minutes)**

*Jennifer Allen*

Presentation provided an update on the Secondary Plan updates to Implement Low Density Residential Zoning. Zoning Amendments were brought forward through Phase 1 and Phase 2 of the Low Density Residential Zones project which eliminated exclusionary zoning on a total of 121,138 residential properties across the City. Phase 2a of the Secondary Plan updates with Low Density Residential designations to align permissions with the Low Density Residential policies in the Neighbourhoods Designation of Volume 1. Next steps include the Statutory Public Meeting targeted for Planning Committee January 2025. The Notice of Public Meeting will be posted in the Hamilton Spectator and sent to the Residential Zones project mailing list. To be added to the list contact: [reszoning@hamilton.ca](mailto:reszoning@hamilton.ca).

**3.5 Rental Housing Protection By-law Implementation. (5 minutes)**

*Melanie Pham/Kathy Jazvac*

The effective date of the New Rental Housing Protection By-law is January 1, 2025. The By-Law applies to any proposed conversion or demolition of a residential rental property, if that property has 6 or more residential units. The new process was shared. The next steps were presented which includes an information Website that will contain by-law information user guide and forms.

**3.6 Framework for Processing & Evaluating Urban Boundary Expansion Applications. (10 minutes)**

*Charlie Toman*

The Provincial Planning Statement came into effect on October 20, 2024 which removed municipal comprehensive review requirements for Urban Boundary Expansions and Employment Conversions. This combined with the Planning Act changes in Bill 185 allow landowners to submit Official Plan Amendment applications for urban boundary expansions at any time and with no limit on the size of a boundary expansion provided it is outside of the Greenbelt Plan area. The Draft Framework Components were shared. The next steps were shared:

- The Planning Division is undertaking consultation through November into early December on the Draft Framework. The Committee can provide verbal comments now and/or provide written comments on the Draft Framework by December 6, 2024
- All feedback received, including from Advisory Committees of Council, will be included a summary engagement report and posted online
- Final Recommendation Report incorporating the Framework into Official Plan policy targeted for Q1, 2025.

### 3.7 Top Curb For Street Lights (5 minutes)

*Michelle Diplock*

Topic was raised on the Top Curb requirement for new streetlights on new developments, issue flagged from the industry as causing delays. City staff within Planning Economic Department to continue to work with Public Works on the review of street lighting with new developments and present their findings at an upcoming DILG meeting.

#### **Adjournment:**

Next DILG meeting: January 20, 2024

Taylor Brown, Minute Taker  
Administrative Assistant II, Growth Management Division



# Municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA)

Awareness Training

## TRAINING SESSION INFORMATION

**Facilitator:** Wendy Jackson, Senior Regulatory Coordinator, Public Works, Hamilton Water

**Session:** Development Industry Liaison Group (DILG)

**Date:** January 20, 2025



# AGENDA

## **Municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA)**

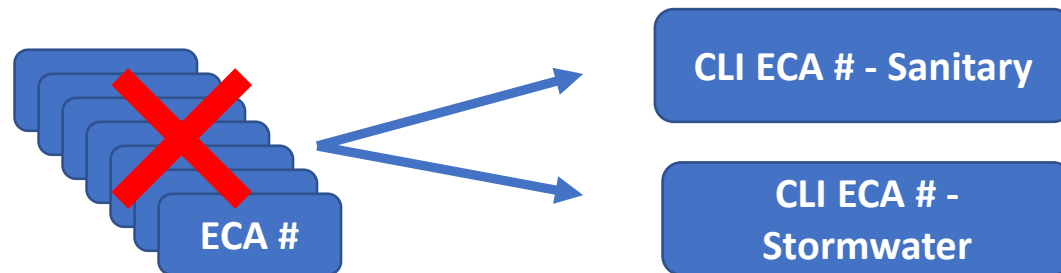
1. Introduction & Agenda
2. Background & Overview
3. Timing & Schedule
4. City of Hamilton Approvals Processes
5. CLI ECA Template Overview
6. Links to Resources

## CLI ECA - OVERVIEW

### Municipal Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI ECA)

#### The City of Hamilton (Owner) will have:

- One CLI ECA for Municipal Sanitary Collection System
  - Includes pumping stations and excludes wastewater treatment facilities
- One CLI ECA for Municipal Stormwater Management System





## Improving Consistency & Environmental Protection

- Standard conditions across Ontario for system design, construction and operation
- Updated terms, conditions and Design criteria



## Streamlining Approvals Process

- For both municipalities, and developers constructing works on behalf of municipalities
- Pre-authorized conditions for activities that meet Design Criteria and CLI ECA Conditions

## WHY CLI ECA?



## Provides a Holistic Picture of Sewage Works

- Includes comprehensive infrastructure inventory
- Process to update system description as projects are completed
- Renewed ~5 years

# CLI ECA - TIMING & SCHEDULE

**2022**  
**Application**  
**Submitted**

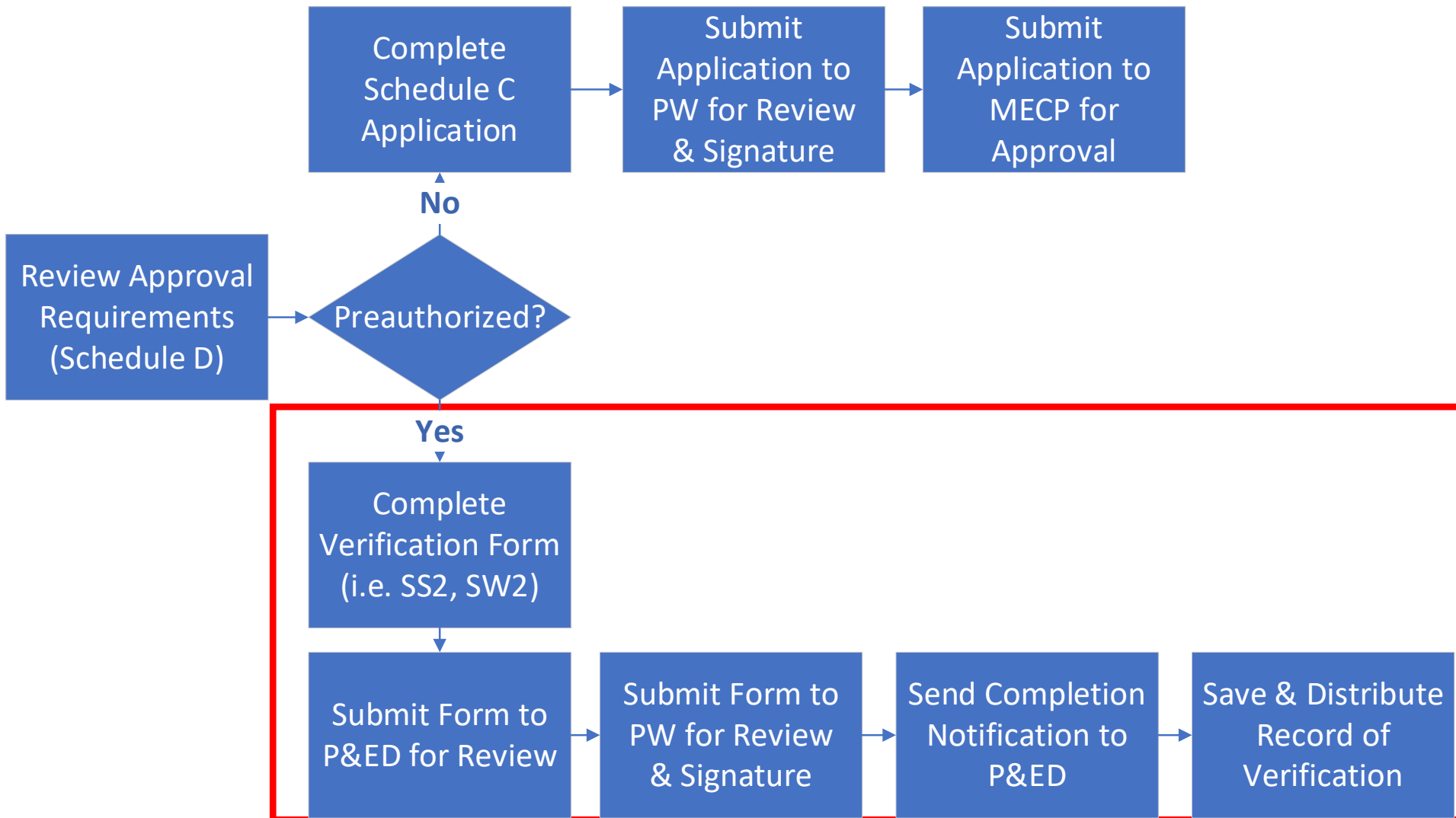
**Q1 – Q2 2025**  
**Expected Issuance**  
**of CLI ECAs**

**Drafts Review**  
**and Comment**  
**2023/2024**

## CLI ECA – STANDARD TEMPLATE

➔	<b>Schedule A - System Information</b>	<ul style="list-style-type: none"><li>• COH Information</li><li>• Effective Dates</li></ul>
➔	<b>Schedule B – Collection System Descriptions</b>	<ul style="list-style-type: none"><li>• Description of works including inventories</li></ul>
➔	<b>Schedule C – Alteration Approvals</b>	<ul style="list-style-type: none"><li>• Approvals issued by MECP/not pre-authorized</li><li>• Will be blank in first issue</li></ul>
➔	<b>Schedule D – Alteration Conditions</b>	<ul style="list-style-type: none"><li>• General conditions</li><li>• Preauthorization conditions</li></ul>
➔	<b>Schedule E – Operating Conditions</b>	<ul style="list-style-type: none"><li>• Duties of Owners and Operating Authorities</li><li>• Monitoring and Maintenance</li></ul>
➔	<b>Schedule F – Residue Management</b>	<ul style="list-style-type: none"><li>• As per O.Reg. 406/19 and Excess Soils Management</li></ul>

# APPROVALS PROCESS OPTIONS



## APPLICATIONS & VERIFICATION FORMS

	<b>Drinking Water</b>	<b>Sanitary (SS)</b>	<b>Stormwater (SW)</b>
Pipes, pumping stations & Facilities - New Works or Major Alterations	Schedule C	Schedule C	Schedule C
Pipes - Preauthorized Alterations	Form 1	Form SS1	Form SW1
Pumping Stations, Facilities - Preauthorized Alterations	Form 2	Form SS2	Form SW2

\* For Stormwater, pipes includes sewers, ditches and culverts

## CITY OF HAMILTON WEBSITE

### Central Location:

- Application Approvals & Verification Forms for:
  - Drinking Water
  - Stormwater
  - Sanitary Collections
- Design Criteria Guideline
- Developer Checklist
- CLI-ECAs



Home / Build, Invest & Grow / Planning & Development

Build, Invest & Grow

**Planning & Development**

**Growth & Development in Hamilton**

Planning, policies and guidelines for city application processes to develop or modify your property to conform with land use designations and zoning regulations.



## CONTACTS FOR DEVELOPMENT APPLICATIONS

### **Binu Korah**

Director of Development Engineering, Planning and Economic Development

905-546-6283

[Binu.Korah@hamilton.ca](mailto:Binu.Korah@hamilton.ca)

### **Monir Moniruzzaman**

Manager of Development Engineering (East), Planning and Economic Development

[Monir.Moniruzzaman@hamilton.ca](mailto:Monir.Moniruzzaman@hamilton.ca)

### **Rafique Turk**

Manager of Development Engineering (West), Planning and Economic Development

[Rafique.Turk@hamilton.ca](mailto:Rafique.Turk@hamilton.ca)



# Updates to Public Notice Requirements for Planning Applications

**Presentation to the Development Industry Liaison Group (DILG)**

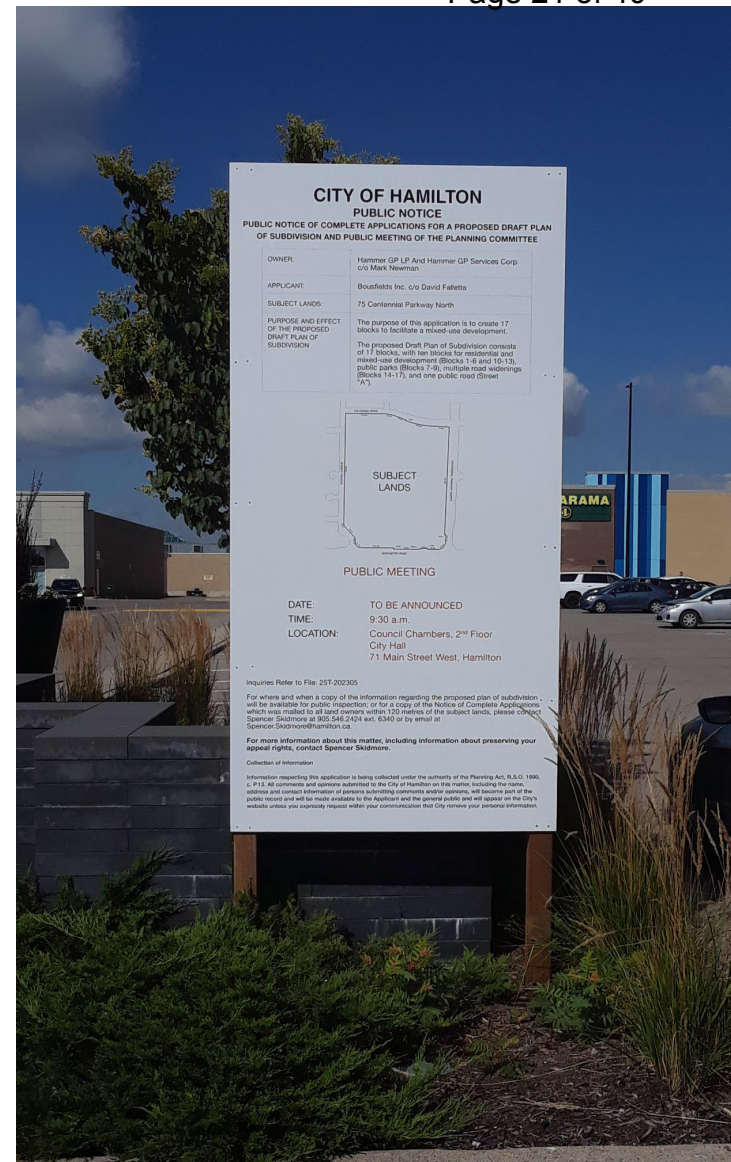
**January 20, 2025**

# Background

- Staff were tasked with reviewing the Planning Division's current public notice requirements, conducting a best-practice review of surrounding municipalities, and bringing forth recommendations to improve the Division's public notification processes related to planning applications.
- The review focused on the public notice sign, mailed Notices of Complete Application and Public Meeting, and the circulation radius for Notices.

# Current State: Public Notice Sign

- text heavy, text size tends to be small, vertical orientation not ideal, lack of colour, not visually appealing
- difficult to view from the street, inconsistent placement, sign updates not always completed in professional manner, signage not removed after decision



# Proposed Updates: Public Notice Sign

Page 22 of 40  
Use of common phrases that align with mailed Notices  
“A change is proposed”  
“Have your say”

Use of colour, varying text sizes, and icons to create a more visually appealing sign.

## Public Notice

A change is proposed in your neighbourhood



Inquiries Refer to File: UHOPA-25-001, ZBA-25-002

**Subject Lands:** 123 Main Street, Hamilton



**Applicant** Main St Development Group  
c/o Applicant Name

**Details** The applicant proposes to amend the Official Plan and Zoning By-law to develop an eight storey, mixed use building with underground parking

**Applicant Proposal** Date: October 2024

The above rendering represents the applicant's proposal as submitted and may change.

For more information about this application, including appeal rights and when additional information and material will be available to the public for inspection, contact Planner Name at Planner.Name@hamilton.ca or 905.546.1234 ext. 1234

**Have Your Say!**  
Public Meeting



Planning Committee  
**February 25, 2025**  
9:30a.m.



**Hamilton City Hall**  
Council Chambers, 2<sup>nd</sup> Floor  
71 Main Street West, Hamilton

[hamilton.ca/city-council/news-notice](https://hamilton.ca/city-council/news-notice)

Use of colour rendering to provide a better visual of the proposed development.

Use of plain language with short description of proposal. No jargon or references to designations or zones.


Website info to “News & Notices” page. Eventually link to project page.

# Current State:

## Notice of Complete Application and Notice of Public Meeting

- Contains required *Planning Act* information (formal language and technical jargon) that may not provide easy to read information or direction to the general public.
- No consistent branding to connect the Notices and sign.
- 120 metre circulation radius as per the *Planning Act*.

Office of the City Clerk  
71 Main Street West,  
Hamilton, Ontario L8P 4Y5  
Phone: 905-546-2424 Fax: 905-546-2055  
www.hamilton.ca



October 6<sup>th</sup>, 2023 File(s): ZAC-23-040

**NOTICE OF PUBLIC MEETING OF THE PLANNING COMMITTEE**

**DATE:** October 17, 2023  
**TIME:** 9:30 a.m.  
**LOCATION:** Council Chambers, 2nd Floor  
City Hall, 71 Main Street West, Hamilton

The City of Hamilton is now conducting meetings in a hybrid format via an in-person and Webex platform. All Hybrid Meetings can be viewed at:  
City's Website: [www.hamilton.ca/MeetingAgendas](http://www.hamilton.ca/MeetingAgendas)

**Owner:** C. Valery Construction Ltd.  
**Applicant/Agent:** Bouvards, Inc.  
**Subject Property:** 851 Lawrence Road, Hamilton

**Purpose and Effect of Application:**  
**Zoning By-law Amendment (File No. ZAC-23-040)**

The purpose of this application is to change the zoning from the Multiple Dwellings 'E-2/S-131' District in former Hamilton Zoning By-law No. 0593 to the to the Mixed Use Medium Density (C5, 877, H183) Zone, Modified, Holding and the Mixed Use Medium Density (C5, 881) Zone, Modified in the City of Hamilton Zoning By-law No 05-200.

The effect of the proposal is to facilitate a 272 unit, 13 storey multiple dwelling with indoor and outdoor amenity areas and a total of 374 parking spaces proposed in a combination of surface parking areas, underground parking areas and within an enclosed above grade structure.

The proposed By-law to amend the Zoning By-law, and information and material related to it, will be available in the staff report for public inspection.

Please refer to the attached Location Plan.

**Re:** Notice of Public Meeting for Zoning By-law Amendment, by C. Valery Construction Ltd. c/o Bouvards, Inc., for Lands Located at 851 Lawrence Road, Hamilton, (Ward 4) Page 2 of 3

**Public Input:**

The Planning Committee will consider this application at a hybrid Public Meeting at the above noted date and time. You may submit written comments to the Legislative Coordinator, Planning Committee, City of Hamilton, 71 Main Street West, 1<sup>st</sup> Floor, Hamilton, Ontario, L8P 4Y5 or by email to [clerk@hamilton.ca](mailto:clerk@hamilton.ca). Comments must be received by noon Monday October 16<sup>th</sup>. Any written comments received after the deadline will be included on the Wednesday October 25<sup>th</sup> Council agenda.

You may also submit a pre-recorded video with your comments. Please see the attached information sheet for instructions.

Oral submissions may also be given by pre-registering with the Clerk's office. Please see the attached information sheet on how to pre-register.

Please note that the owner of any land that contains seven or more residential units must post the notice in a location that is visible to all residents.

If you wish to be notified of the decision of the City of Hamilton on the proposed zoning by-law amendment, you must make a written request to the Legislative Coordinator, Planning Committee, 71 Main Street West, 1<sup>st</sup> Floor, Hamilton, Ontario, L8P 4Y5 or by email to [clerk@hamilton.ca](mailto:clerk@hamilton.ca).

**Appeals:**

**In accordance with the provisions of the Planning Act,**

**Zoning By-Law Amendment Application**

- i. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed by-law is passed, the person or public body is not entitled to appeal the decision of Council, City of Hamilton to the Ontario Land Tribunal (OLT).
- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal (OLT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Collection of Information**

Information respecting this application is being collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public and will appear on the City's

# Best Practice Review

Municipality	Use 120m circulation radius	Alternate circulation radius	Other information
City of Hamilton	✓	✗	
City of Toronto	✓	✗	
City of Mississauga	✓	✗	
Town of Oakville	✗	✓	240m
Town of Markham	✗	✓	200m
City of Kitchener	✗	✓	240m
City of Vaughan	✗	✓	150m
City of Burlington	✓	✓	300m in Rural Areas 300m in N. Aldershot
City of London	✓	✓	Official Plan criteria



# Proposed Update: Public Notices

Use of common header, phrases, icons to connect with Public Notice Sign.

Colour rendering to provide visual representation of proposed development

Use common phrases with information broken down into Q&A style.

## Public Notice

A change is proposed in your neighbourhood.

**Notice of Complete Application for an Official Plan Amendment and Zoning By-law Amendment.**

**Proposal:** The Applicant, Main St Development Group, is proposing to amend the Official Plan and Zoning By-law to develop an eight storey mixed use building with underground parking.

**Regarding:** 123 Main Street, Hamilton  
File No: UHOPA-25-001 and ZBA-25-002

**Why am I receiving this?** A change is proposed in your neighbourhood.  
The City of Hamilton mails out notices to all property owners within 240m of the subject land. This notice is the first step in the application process and is an opportunity for you to provide any comments you may have early in the process.

**Notice to Property Owner with rental units.** If you received this Notice and are the owner of a property containing rental units, please post this notice where all occupants can see it.

**Location of the proposal:**

**Applicant's rendering (proposed)**

**Learn more. Share your thoughts. Stay Involved.**

**Want to learn more about the proposal?** The proposed application, including supporting information, are available by contacting the Planning Division (contact listed below).  
You can also visit the Planning Division office at City Hall between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday.

**Want to share your thoughts?** You are invited to share your thoughts about the proposed development. Your comments will be considered by the Planning Division and will be included in the staff report.  
Submit your comments by **January 20, 2025** to the Planning Division (contact listed below) referencing the Address and File Number.  
Be sure to review the "Appeal Rights" and "Collection of Personal Information" section of this letter.

**Want to stay involved in next steps?** Mark your calendars - A Public Meeting is scheduled for **February 25, 2025**.  
A separate Notice will be mailed out to confirm this meeting date and provide more information on how to stay involved and have your say.

**Planning Division Contact.** Planner Name, Title.  
Planning and Economic Development Department  
Development Planning  
71 Main Street West, 5<sup>th</sup> Floor, Hamilton, ON, L8P 4Y5  
E-Mail: [PlannerName@hamilton.ca](mailto:PlannerName@hamilton.ca)

### Application process.



### Additional information. *Planning Act* requirements.

#### Related Applications.

The property is not subject to any other applications under the *Planning Act*.

#### Notice of Decision.

If you wish to be notified of the decision of the City of Hamilton on the application(s) you must make a written request to:

Legislative Coordinator, Planning Committee  
City of Hamilton  
71 Main Street West, 1st Floor, Hamilton, ON, L8P 4Y5  
Or by E-mail: [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

#### Appeal Rights.

**Official Plan Amendments / Zoning By-law Amendments**  
In accordance with the provisions of the *Planning Act*, appeals may be made only by specified persons, public bodies, or registered owners of land to which the amendment applies, as defined by the *Planning Act*.

- i. If a person or public body would otherwise have an ability to appeal the decision of Council, City of Hamilton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed official plan amendment is adopted or before the by-law is passed, the person or public body is not entitled to appeal the decision.
- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed official plan amendment is adopted or before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

The general public and other interested parties not defined are no longer eligible to file *Planning Act* Section 17(24), 17(36) and 34(19) appeals. See [Bill 185, Cutting Red Tape to Build More Homes Act, 2024](#) for more information.

#### Collection of Personal Information.

Information respecting this application is being collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public and will appear on the City's website unless you request that the City remove your personal information.

#### Accessibility Accommodations.

If you need any accommodations to view or obtain materials in alternate format, please contact the Planning Division at [pdgening@hamilton.ca](mailto:pdgening@hamilton.ca).

This Notice was issued by the City of Hamilton's Legislative Coordinator, Planning Committee on January 14, 2025.

Legislative information required by *Planning Act*.

# Next Steps

- Seeking Council's approval for increased circulation radius.
- Once approved, new templates for Notices and sign will be put into circulation.
- Posting Notices on the City's News and Notices page.
- Applicant's Guide for Sign Specifications.
- Continuous Improvements: improving information available to the public through GIS and mapping pages; project specific webpages; social media; expanding circulation lists.



# Questions?

Contact Jennifer Haan at [Jennifer.Haan@hamilton.ca](mailto:Jennifer.Haan@hamilton.ca)

# File Naming Conventions for Submitting Application Materials (City Wide)

**Presentation to the Development Industry Liaison Group (DILG)**

**Jan 20, 2025**

# Background and Purpose

- **Following technical downtime in 2024 at City of Hamilton offices, we are improving data storage and retrieval to streamline the filing process with new technology.**
- **Adopting a file naming convention is a key step in ensuring efficiency and consistency in document management and application processing.**
- **Here are the main purposes:**

Organization

Consistency

Traceability

Compliance

Collaboration

Auditability

# Examples

**File Number \_ Condensed Address \_ Condensed Name \_  
Version Number \_ Date** (*with no spaces*)

For Example, your set of files should look like the following list:

- 00\_71MainSTW\_CoverLetter\_v1\_2025-01-03
- 01\_71MainSTW\_ApplicationForm\_v1\_2025-01-03
- 02\_71MainSTW\_Aerial\_v1\_2025-01-03
- 03\_71MainSTW\_Survey\_v1\_2025-01-03
- 04\_71MainSTW\_SitePlan\_v1\_2025-01-03
- 05\_71MainSTW\_SitePlanDetails\_v1\_2025-01-03
- 06\_71MainSTW\_FloorPlan\_v1\_2025-01-03
- 07\_71MainSTW\_Landscape\_v1\_2025-01-03
- 08\_71MainSTW\_LandscapeDetails\_v1\_2025-01-03
- 09\_71MainSTW\_Servicing\_v1\_2025-01-03
- 10\_71MainSTW\_Grading\_v1\_2025-01-03
- 11\_71MainSTW\_SWM\_v1\_2025-01-03
- 12\_71MainSTW\_NoiseVibration\_v1\_2025-01-03

**Note:** Files will **not be accepted** if the naming conventions are not followed, resulting in delays in processing applications.

# Timeline

- Information on the new naming convention will be available during first week of February 2025 with the target launch first week of March 2025.

# Contact information:

If you have questions or feedback please contact:

Dhruv Mehta

Planner II

905-546-2424 ext 5558

[Dhruv.Mehta@hamilton.ca](mailto:Dhruv.Mehta@hamilton.ca)

Tricia Collingwood

Manager, West Development Team and Business Facilitation

905-546-2424 ext 5995

[Tricia.Collingwood@hamilton.ca](mailto:Tricia.Collingwood@hamilton.ca)







WELCOME TO THE CITY OF HAMILTON

# Development Industry Liaison Group

January 20, 2025

# Changes to the Site Plan Control By-law Lapsing Provisions UPDATE

Presented by: Mark Kehler

# Background – Bill 185

- The Province introduced “**use it or lose it**” **lapsing provisions** for Site Plan approvals through Bill 185 (received Royal Assent on June 6, 2024).
- Council supported the introduction of site plan lapsing in a response to the Province adopted on May 22, 2024.
- Planning staff brought forward a new Site Plan Control By-law to Planning Committee on October 18, 2024 that included lapsing provisions.
- Planning Committee deferred consideration of the new lapsing provisions pending further consultation with the Development Industry. A Special DILG Meeting was held on November 8, 2024.

# Development Charge Implications

- The *Development Charges Act* requires that development charges be “locked-in” based on the development charge rates applicable on the date that a complete Site Plan Control application is submitted.
- When a Conditional Site Plan Approval lapses, the development charge “lock-in” date will reset to the submission date of the new application.
- A building permit must be issued within 18 months of Final Site Plan Approval for the lock-in date to apply.
- The DC lock-in is only applicable to Site Plan applications submitted on or after January 1, 2020.

# Initial Recommended Lapsing Provisions

- Three year lapsing of **Conditional Site Plan Approval** plus a one-time, one year extension subject to criteria.
- No lapsing of **Final Site Plan Approval**.
- Automatic one year extension for existing Conditional Site Plan Approvals that have passed or are nearing their lapsing date.

# Special DILG Meeting - What We Heard

- Exempting applications from lapsing that were submitted under the previous Site Plan Control By-law and are benefitting from the DC lock-in.
- Discretion to allow extensions for applicants that have not obtained final site plan approval due to requirements that are outside of their control.
- Longer lapsing timelines for more complex applications.
- Allowing phasing of conditional site plan approvals.

# Recommended Changes (Preliminary)

- Two one-year extensions to Conditional Site Plan Approval instead of one, subject to criteria.
- Extension criteria for cases where the applicant is unable to get clearance on a condition needed to be cleared by an outside agency.
- Extension criteria for cases where the applicant is unable to clear a condition due to delays in the completion of City infrastructure projects.
- For site plan applications submitted between January 1, 2020 and the date of the passing of the new Site Plan Control By-law, Conditional Site Plan Approval will lapse **six years** from the date of the issuance of the Conditional Approval Letter.
- Staff to recommend re-introducing phasing of Conditional Site Plan approvals.



Hamilton

THANK YOU FOR ATTENDING