




Hamilton

# INFORMATION REPORT

<b>TO:</b>	Mayor and Members Planning Committee
<b>COMMITTEE DATE:</b>	October 17, 2023
<b>SUBJECT/REPORT NO:</b>	Provincial Streamline Development Approval Fund (PED22060(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maja Walters (905) 546-2424 Ext. 5726
<b>SUBMITTED BY:</b>	Jason Thorne General Manager Planning and Economic Development Department
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

On February 23, 2022 Council approved the By-law to Authorize the Signing of a Municipal funding agreement for the transfer of the Streamline Development Approval Fund funds between the Minister of Municipal Affairs and Housing and the City of Hamilton.

Under the agreement, the City of Hamilton is eligible for reimbursement of streamline development project costs up to \$1,750,000. Reimbursement is subject to a final report back to the Ministry and a final staff report publicly posted by the municipality outlining which projects were completed and how the funding was spent.

## INFORMATION

On January 19, 2022, the Provincial government announced the launch of the Streamline Development Approval Fund (SDAF) for the stated purpose of helping Ontario's 39 largest municipalities implement actions to get development approved faster so more housing can be built. The funding is available to implement initiatives that will streamline development approval such as e-permitting systems, temporary staff (including interns) to address backlogs, online application portals and other projects aimed at unlocking housing supply.

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Eligible expenses financed through this funding must be incurred between January 19, 2022 and November 1, 2023.

The City's project consists of multiple discrete but complementary individual projects across three theme areas: Land Use Policy and Development Guidelines, Technology, and Staffing and Resourcing.

The projected cost is expected to be approximately \$2.0 million, with \$1.75 million secured from Streamline Development Approval funding and the remainder sourced from previously approved capital projects initiated before the provincial funding announcement.

### **Land Use Policy and Development Guidelines**

- 1. Engineering Guidelines:** The purpose of this project was to update the Comprehensive Development Guidelines and Financial Policies Manual to incorporate key elements of the City's Complete Streets Design Standards and Low Impact Development Technical Standards. The City retained WSP and Woods (now WSP) to facilitate the development of the technical standards. Since the Complete Streets standards introduce new concepts that affect street designs, it is important that the two guidelines are in alignment, in turn providing clarity and certainty to the development industry on submission requirements and acceptance criteria. Updates to the Comprehensive Development Guidelines and Financial Policies Manual to reflect changes identified through this study are being completed through delegated authority and Council adoption. The (and a) revised Manual will be issued in November 2023.
- 2. Simplified Security & City Share Calculation Policy:** The review of current practices was required to assess available opportunities to modernize and accelerate the process to establish security values and processing of City Share Payment for growth related public infrastructure. The City prepared a questionnaire asking the Development Industry: what works, what doesn't work and why, proposed recommendations, and comparisons to other municipalities' processes. Temporary staff were hired to establish a project framework, facilitate consultation and prepare recommendations. Simplifying the process allows the City and development industry to determine the required value for the letter of credit earlier in the process. This saves time, avoids the need for multiple submissions and allows for construction to proceed.
- 3. Residential Zoning Initiative:** The first phase of low-density residential zoning to eliminate exclusionary zoning was approved by Council on August 12, 2022. Council directed staff to proceed with the second phase to permit as of right construction of three and four unit developments which will be available for

public consultation through the end of 2023. Phase two will be brought forward for Council consideration at the end of Quarter 1 2024. The funding was applied to the public consultation process and the development of Neighbourhood Infill Guidelines and Zoning Regulations. A consultant was retained to conduct public consultation, develop guidelines and zoning regulations, and create a final document that informs the new regulations for purpose built three- and four-unit developments.

- 4. Housing Policy Initiatives - Family Friendly** - Having enough supply of suitable housing available, as well as designing developments and neighbourhoods in ways that are supportive of families, are key factors in ensuring that housing meets the needs of all citizens. Funding was used to support public consultation on the strategies identified in a Family Friendly Housing Discussion Paper which took place in the Spring of 2022 through in person meetings, on-line engagement on the EngageHamilton platform, and through two virtual public meetings. An external engagement specialist and facilitator was hired to provide advance planning, facilitation at and documentation of two public meetings and two stakeholder sessions in March 2022.
- 5. Housing Policy Initiative - Inclusionary Zoning** – Funding was used for consulting support to undertake a Housing Needs Assessment and a Market Feasibility Study to inform and support an Inclusionary Zoning framework in Protected Major Transit Station Areas. The Planning Act requires these studies to be completed to support an Inclusionary Zoning by-law. Draft studies were received in December 2022 and January 2023. A peer review of the Market Feasibility Study was completed in May 2023, and amendments to the Market Feasibility Study to address the peer review were subsequently completed. The final phases of the project, which include public consultation on the final studies and a draft inclusionary zoning framework and by-law will occur in late Q4 2023 or early Q1, 2024.
- 6. Major Transit Station Areas (MTSA) Official Plan Amendment (OPA)** - As part of the City's Municipal Comprehensive Review, the City is updating past work on MTSA's to identify the potential to meet Provincial density targets for MTSA's and Protected Major Transit Station Areas (PMTSA's) along the City's LRT corridor. Funding was used to retain consulting support to undertake mapping, delineation and analysis of all MTSA's, identification of potential PMTSA's and identification of official plan amendments necessary to support increase intensification in MTSA's. The results of the consultant's work was presented to Council in September 2023.
- 7. Transit Oriented Communities (TOC) Zoning Expansion:** Staff retained a consultant to evaluate the expanded TOC Zoning along major arterial roads and

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the BLAST network to test the design standards and assess the impacts on surrounding neighbourhoods. The consultant provided an assessment of a variety of opportunity sites to evaluate the proposed regulations and potential improvements to the regulations to ensure the highest and best use of properties along the City's major arterial roads. The data will be used to update the TOC Zones and to provide visual aids for public consultation purposes and for use in the Zoning By-law.

- 8. Bill 109 Guidelines:** To assess the financial, staffing and process implications of Bill 109, a consultant was retained to evaluate financial impacts, process impacts, development application fees and staffing implications resulting from Bill 109 and the City's approach to responding to Bill 109 timelines.
- 9. Parking Standards Review:** The purpose of this assignment was to develop a best practices-based approach to parking standards in the City, to be implemented within Zoning By-law No. 05-200. The primary focus was on standards for residential development. Overall, the consultant's report recommended lower parking rates consistent with transit supportive development and broader environmental sustainability goals. Compared to existing standards, the updated parking standards are more reflective of different forms of development and are geographic specific, thereby reducing the expected number of zoning variances. Proposed Parking Standards were presented to Planning Committee on August 15<sup>th</sup>, 2023 (Report PED23156).
- 10. Transportation Impact Study (TIS) Guidelines Update:** The purpose of this project was to update and prepare new TIS guidelines for development that take into account location and context, with the goal of reducing effort where a development is located in a transit supportive area or is less likely to cause negative impacts to the road network. Additionally, this project built in updates to include more emphasis on integrating travel demand management considerations relating to development. Overall, the updated guidelines provide for enhanced clarity on expectations for Transportation Impact Studies, resulting in efficiencies for both City staff and the development industry.
- 11. Street Design Studies:** The primary objective of this work was to develop street designs that are "ready to go" and can inform decisions on right of way, the urban design of new development, and opportunities to leverage development to improve the public realm. To streamline the review of development applications in urban corridors, where significant intensification development pressure is expected, this project has proactively prepared conceptual street design options for sample streets to inform future site plan applications. This work will help to streamline development applications by providing clear direction on street designs in key areas where there is a high level of planned development activity.

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Additionally, through the development of designs for pilot streets, the work will serve to inform the creation of design templates for similar streets throughout the downtown and broader area.

**12. Terms of Reference (TOR) for Various Engineering Studies:** Consultants were retained to prepare multiple Terms of Reference (TOR) for Official Plan Amendments (OPA), Zoning By-Law Amendments (ZBA), Site Plan and Subdivision development applications. TORs will assist the applicant to submit appropriate engineering studies that are required to support the development application process. The consultant has developed TORs with supporting checklists and table of contents for various reports that will be used to provide clear direction regarding City requirements so that the developers/consultants can submit necessary documents to fast track development applications. Receipt of these standardized documents will assist staff in their review and will reduce time associated with the review process to meet the new timelines.

## **Technology**

- 1. 3D Modelling:** This project extended LiDAR (Light Detection and Ranging) training to all development approvals staff and included a purchase of a 3D printer for staff to prepare 3D model scenarios for use in public consultations. The staff training and 3D printer will help the public understand how future infill development can be integrated into existing street fabric.
- 2. Smart Boards:** Hybrid working models create challenges with respect to interactive design, review and “real time” collaboration on development files amongst staff, and between staff and applicants. Funding was utilized to purchase and install Smart Boards to facilitate digital collaboration.
- 3. On-Line Portal:** Funding was used to extend the City’s existing on-line portal for the submission of Building Permit applications to include Planning’s pre-application Formal Consultation process along with Site Plan applications. The on-line portal allows applicants to submit Formal Consultation and Site Plan information and documents on-line, improving the process experience for applicants as well as creating an opportunity for data collection and data entry efficiencies.

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## **Staffing and Resourcing**

Funding was utilized to retain the following temporary resources to support development approvals:

- 1. Transportation Planning Section:** Intern – Development Review: to assist in the processing and review of development applications. Work included collecting data such as parking and trip generation rates for as-built developments which can be used in the review of development applications. This work also served to inform other Streamlining Development projects such as the Parking Standards Project.
- 2. Strategic Initiatives Section:** Director of Strategic Growth Initiatives: to lead several of the streamline development approvals projects, including updates to the Engineering Guidelines and review of approvals processes.
- 3. Development Engineering Section:** Senior Project Manager: for coordination and communication with consultants to prepare and finalize the updated terms of reference and supporting checklists that will be used by applicants. These terms of reference and checklists will provide clear direction and City requirements for developers/consultants to submit the necessary documents to fast track development applications. Receipt of these standardized documents will reduce the time associated with the review process to meet the new deadlines efficiently.

Development Coordinator: assisted in reviewing 44 development applications in addition to the regular work load over the past 4 months, which has helped the City to reduce backlog in applications.

Interns - hired two third-year engineering students from University of Waterloo and McMaster University to support review of development applications. Tasks included: reviewing the site plan and subdivision engineering plans including grading plans, servicing drawings, issuance of water and sewer permits etc.; circulating the drawings to various City departments for review; coordination of project status sheets; development of key performance Indicators for the section.

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report PED22060(a) – Streamline Development Approval Fund Project Expenditures