



Hamilton

INFORMATION REPORT

| | |
|---------------------------|--------------------------------------------------------------------------------------------------------------|
| TO: | Chair and Members Open for Business Sub-Committee |
| COMMITTEE DATE: | October 26, 2023 |
| SUBJECT/REPORT NO: | Case Study 32: Development Application Staffing and Organizational Chart Updates (PED23227) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Jennifer Hohol (905) 546-2424 Ext. 7857 |
| SUBMITTED BY: | Anita Fabac Acting Director of Planning and Chief Planner Planning and Economic Development Department |
| SIGNATURE: | |
| SUBMITTED BY: | Ashraf Hanna Director, Growth Management Planning and Economic Development Department |
| SIGNATURE: | |

COUNCIL DIRECTION

Not Applicable.

INFORMATION

Background

Ontario's Bill 109, *More Homes for Everyone Act*, was introduced by the Province on March 30, 2022, and received Royal Assent on April 14, 2022. Bill 109 amended the *Planning Act* to require municipalities to refund development application fees for select application types if a decision is not made within legislative timelines. The changes from Bill 109 came into effect January 1, 2023.

OUR Vision: To be the best place to raise a child and age successfully.

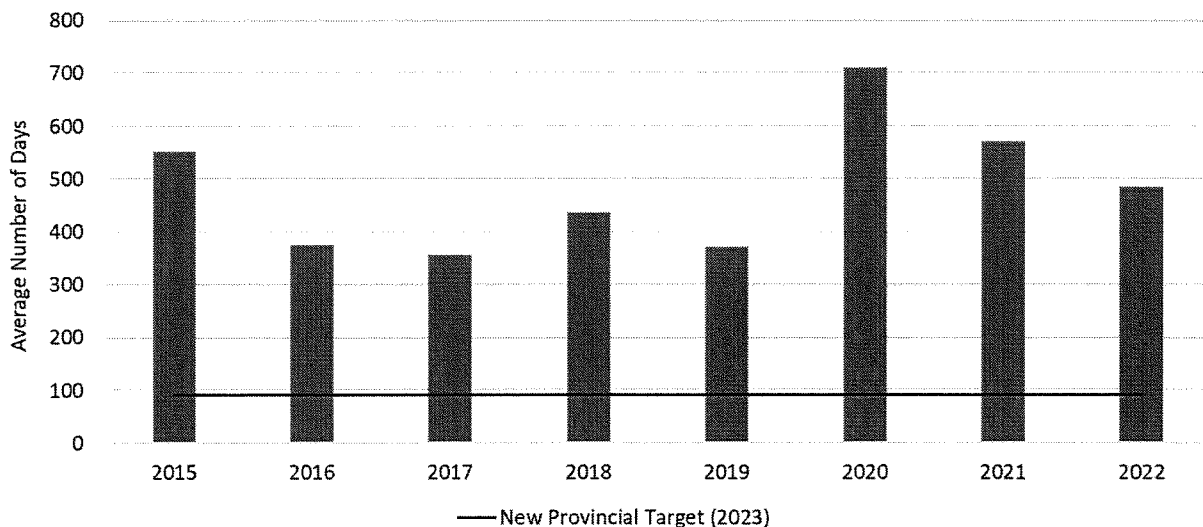
OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Observations and Issues

Upon initial staff assessment of the impact of Bill 109, it was identified that there would be a need for process changes, new fees and new staffing resources to meet the provincial expectations. As shown below, historical approval timelines for some development application types have been significantly higher than newly established provincial timelines.

Approval Timelines Zoning By-law Amendment – Reports to Planning Committee



The Planning and Economic Development Department retained BMA Management Consulting to assist with the identification of potential staffing needs to address new expectations under Bill 109. The BMA Management work identified the potential need for 20 new fee funded FTE to meet provincial timelines (PED22112(c)). Since 2015, Council had approved 13 positions with the Planning and Growth Management Divisions to support the development approvals process.

Outcomes

In August 2022, Council approved delegated authority to the General Manager of Planning and Economic Development to create the necessary new permanent full-time equivalent positions to meet the new provincial timelines under Bill 109, provided the positions are fully fee-funded and will have no impact on the levy (PED22112(c)).

Council's approval of delegated authority considered the following:

- Allowing staff to proceed incrementally with creating required positions and respond to actual application activity levels;

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

SUBJECT: Case Study 32: Development Application Staffing and Organizational Chart Updates (PED23227) (City Wide) - Page 3 of 3

- Allowing staff to quickly respond to increased activity levels, and particularly to monitor workload demands within specialized roles;
- Giving staff the flexibility to respond to uncertainties in the labour market; and,
- Allowing staff to be proactive in anticipating vacancies (e.g., retirements).

To continue to provide high-quality service given the addition of new staff, an updated organizational structure was implemented for the Development Planning and Heritage and Urban Design Sections within the Planning Division, and the Development Engineering Section within the Growth Management Division. Organizational charts for each of these sections can be found in Appendix "A" attached to PED23227.

The Development Planning Section within the Planning Division is responsible for development matters such as Official Plan Amendment applications, Zoning By-law Amendment applications, and Plans of Subdivision. The Section is now divided geographically into two teams: West Development Team and Business Facilitation and East Development Team.

The Heritage and Urban Design Section within the Planning Division is responsible for development matters such as Site Plan applications, as well as Built Heritage and Natural Heritage matters.

The Development Engineering Section within the Growth Management Division is responsible for the engineering review of all types of development applications including subdivisions, Committee of Adjustment applications, Site Plan applications as well as issuance of water and sewer permits, road cut permits, water meter permits; preparation and execution of various development agreements for third-party delivery of growth-related municipal infrastructure. Similar to the Development Planning Section, the Development Engineering Section is now divided geographically into two teams, West Development Engineering Team and East Development Engineering Team.

Appendix "A" attached to PED23227 includes a map showing the geographic areas of the East and West Development teams. A portion of Ward 11 has been included in the West Development Teams area for both Development Planning and Development Engineering to keep the entire Airport Employment Growth District (AEGD) under the purview of the West Development teams. Otherwise, the boundary line between the East and West Development Areas follows Ward boundaries.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED23227 – Development Review Team Areas and Organizational Charts