



# DEVELOPMENT INDUSTRY LIAISON GROUP

(September 9, 2024)

9:30 AM

Webex

## Present:

Ashraf Hanna, City of Hamilton  
Ailish Brooke, City of Hamilton  
Alana Fulford, City of Hamilton  
Jennifer Allen, City of Hamilton  
Amanda Stringer  
Anthony Salemi, WE HBA  
Arden Semper, Branthaven  
Brenda Khes, GSP Group Inc.  
Jorge Caetano, City of Hamilton  
Ken Coit, City of Hamilton  
Tricia Collingwood, City of Hamilton  
Rino Dal Bello, City of Hamilton  
Daniel Borrelli, Losani Homes  
Dave Heyworth, City of Hamilton  
Ed Fothergill  
Elisha Vankleef  
Greg Dunnett  
Mark Hartley, City of Hamilton  
Jared Marcus  
Justin Mamone  
Sean Kenney, City of Hamilton  
Binu Korah, City of Hamilton  
Lindsay Gillies, City of Hamilton

Lynda Lukasik, City of Hamilton  
Michelle Diplock, WE HBA  
Mike Collins-Williams, WE HBA  
Steve Molloy, City of Hamilton  
Gavin Norman, City of Hamilton  
Melanie Pham, City of Hamilton  
Matthew Stavroff, City of Hamilton  
Stephanie Mirtitsch, MHBC  
Steve Spicer  
Steven Frankovich  
Charlie Toman, City of Hamilton  
Tony Sergi, City of Hamilton  
Travis Skelton, Losani Homes  
Heather Travis, City of Hamilton  
Kirk Weaver, City of Hamilton

1. **Welcome – Ashraf Hanna**
2. **Minutes from January 22, 2024**

Approved, no comments.

3. **Discussion items**

- 3.1. **City's Community Benefits Charges By-Law. (10 minutes)**  
*Ailish Brooke*

Presentation given on the proposed By-Law 4 amendments to community benefits charges:

1. Calculation of CBCs
  - Update methodology to reference the Planning Act

- No effect to amount of the fee
2. Affordable Housing Developments
    - Remove exemption to avoid duplication with Provincially required exemption
  3. Building Permit Definition
    - Housekeeping to align with 2024 Development Charges By-Law
  4. Downtown CIPA Partial Exemption
    - Removal of reference to expired exemption
    - No effect to amount of fee

Timeline was provided on next steps and upcoming meetings. The Public Consultation Period will be between October 23, 2024 to January 16, 2025. For General inquiries please reach out to Ailish.Brooke@hamilton.ca

### **3.2. Green Standard Guidelines / Green Building Standards. (10 minutes)**

*Mark Hartley/Alana Fulford*

Update provided on a Green Standard Guidelines (led by Growth Management) report going to Planning Committee on October 1, 2024. Staff plan to continue to work towards putting the new guidelines in place into the early New Year of 2025.

Update provided on a Green Standard Building Standards (a Planning Initiative) report going to Planning Committee on October 1, 2024. Staff are continuing to work on the implementation plan that is planned to be presented to the General Issues Committee in Q1 of 2025. The incentivization including the alignment of CIPs reporting will be brought forward to Planning Committee in Q1 of 2025.

### **3.3 Zoning Verification Fee/Report Update. (10 minutes)**

*Matthew Stavroff*

The Zoning Verification Report service has officially resumed, effective Monday September 9, 2024. The City's Zoning Verification website has been updated to reflect the changes to the service and fees, etc.,

The fees have been revised as follows:  
 \$125 (Regular Service – issued within 10 business days)  
 \$200 (Express Service – issued within 5 business days)

Please note that the Zoning Verification Report will include the following information:

- Confirmation that the intended or current use of a property is permitted within the zoning of that property
- A list of permitted uses within the current zoning of the property
- If the property is subject to Cultural Heritage Value or Interest
- If the property requires Conservation Authority approval

However, the Zoning Verification Report will not include information such as:

- Last/current recognized use of the property
- Outstanding work orders (including outstanding building permits, Orders to Comply, Stop Work Orders, Zoning Violations and/or Property Standards Orders)

- Confirmation of the issuance of any building permits for septic systems
- Confirmation if a final grading certificate has been received

Applications can be made:

- In-person (City Hall, 5th floor counter); or,
- By sending the application form to [ZoningRequest@hamilton.ca](mailto:ZoningRequest@hamilton.ca); once the application form is received, applicant will be contacted for payment via telephone.

### 3.4. Zoning Compliance Reviews. (10 minutes)

*Matthew Stavroff*

A Zoning Compliance Review application is used to serve a variety of purposes (i.e Clearance of Conditions related to a Consent application, Determination of a Legally Established non-conforming use, In advance of a formal Site Plan or Zoning By-law Amendment application etc. A report was brought to Planning Committee on September 6th proposing to adjust the fee's for a zoning compliance review application. The proposed fee's are intended to reflect the amount of time required to conduct the different Zoning Compliance Review Sub-types rather than one flat fee applying. This was scheduled for Council ratification Wednesday September 11.

- The proposed fees are as follows:
  - Applicable Law Review: \$490
  - Committee of Adjustment – Clearance of Zoning Conditions: \$140
  - Determination of a Legally Established Non-Conforming Use: \$840
  - In support of a Building Permit Application: \$490
  - In support of a Minor Variance Application: \$490
  - In support of a Site Plan Control Application: \$490
  - In support of a Zoning By-law Amendment Application: \$630
  - Revision to a Zoning Compliance Review Application: \$245

### 3.5 City initiated Official Plan Amendment responding to Bill 185 legislative changes impacting the City's Formal Consultation Process. (10 minutes)

*Charlie Toman/Jennifer Allen*

Presentation provided on the City Initiated Amendments to the Urban Hamilton Official Plan, Rural Hamilton, Official Plan and former Region of Hamilton-Wentworth Official Plan in response to Bill 185 are required to:

- To remove the mandatory requirement for Formal Consultations;
- Establish minimum submission requirements for each application type by categorizing all other information and materials that can be requested by the City as part of a complete application into four categories:
  - Minimum;
  - Locational;
  - Proposal Based; and,
  - Discretionary.
- To establish criteria for identifying the relevant locational and proposal-based submission requirements.
- By-law No. 08-297 must also be amended to remove the prerequisite for mandatory Formal Consultations.

Staff will evaluate alternative processes and a review of application fees to encourage and incentivize the Formal Consultation process. Next steps were

presenting and stated that they were supposed to go to Planning Committee on **September 17<sup>th</sup> however will now be deferred to a later date**. Staff will report back to Planning Committee in Q4 of 2025 with any feedback on the amended policies and processes, as well as any updates / improvements to the application submission process based on that feedback.

**3.6 Development Application Terms of References. (10 minutes)**  
*Tricia Collingwood*

Background information provided on the Terms of References. The current status of project is working on the minor modifications that were needed for five of the Phase 1 TORs & guidelines. Next steps include a report going to Planning Committee with final versions of Phase 1 and Phase 3 TORs & Guidelines. Phase 6 includes a report going to Planning Committee in Q3 2025 on Phase 3 & TORs & Guidelines and complete the final updates to the City's website and brochures relating to the development approvals processes. Attachment included in the minutes of the presentation materials. If you have any questions or feedback please contact: Joseph Sanseverino (E: [Joseph.Sanseverino@hamilton.ca](mailto:Joseph.Sanseverino@hamilton.ca) or P: 905-546-2424 ext 1284) or Tricia Collingwood (E: [Tricia.Collingwood@hamilton.ca](mailto:Tricia.Collingwood@hamilton.ca) or P: 905-546-2424 ext 5995)

**Adjournment:**

Next DILG meeting: November 18, 2024

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

# **Interim Terms of References, Guidelines and Guideline Summaries for Complete Application Materials (City Wide)**

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

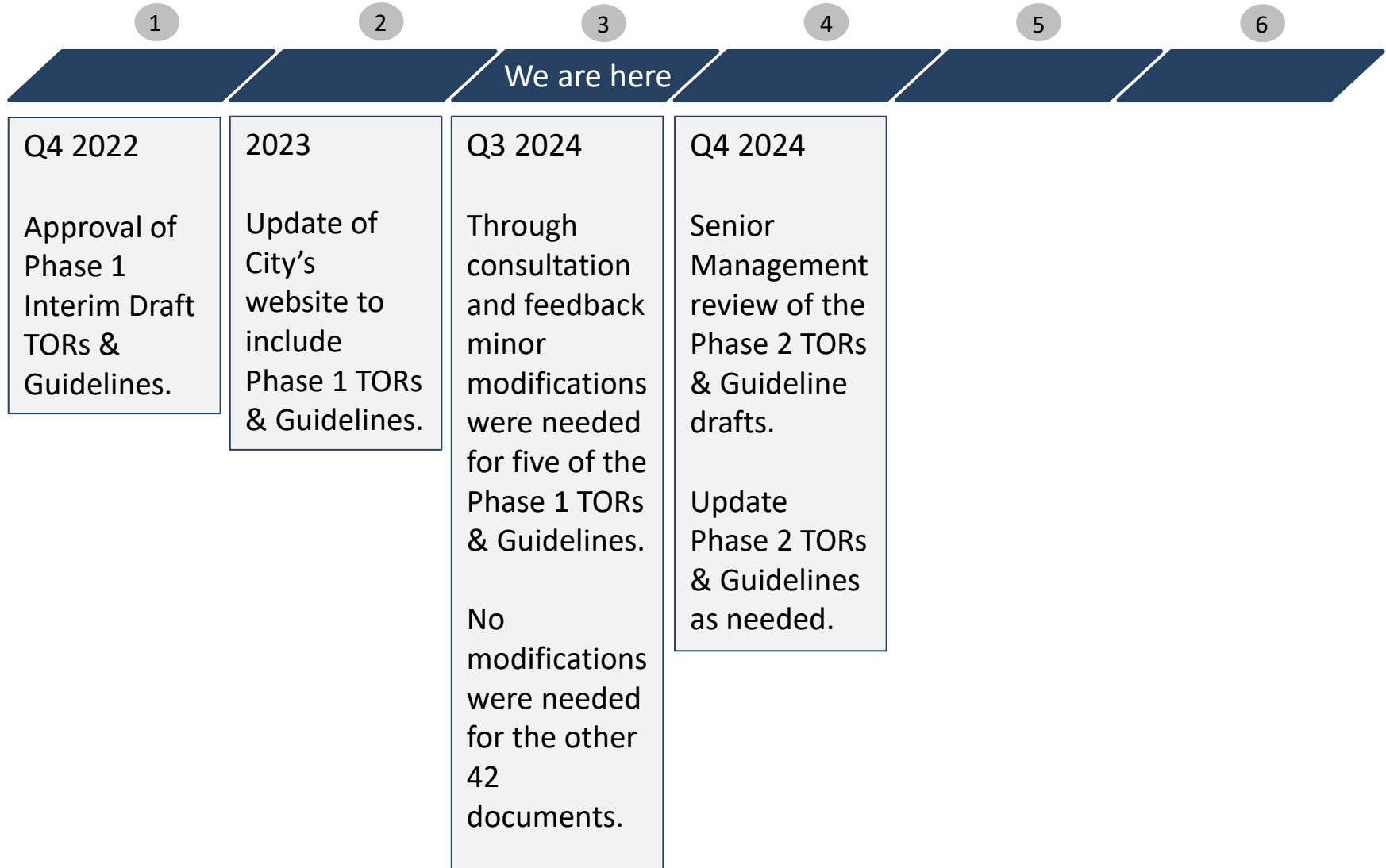
**September 9, 2024**

# Background

The purpose of the Terms of References, Guidelines and Guideline Summaries is:

- To assist applicants with understanding the purpose of other material, information, and studies that may be required as part of a complete *Planning Act* Application;
- To assist applicants in preparing any material, information, and studies identified at the Formal Consultation (pre-consultation stage) as a requirement for a complete application;
- To assist staff in determining if an application can be deemed complete whether or not the applicant chose to proceed with a Formal Consultation;
- To support a streamlined application process with the objective of meeting legislated timelines; and,
- To assist staff with the review of submitted *Planning Act* Applications.

# Status



# Phase 2

- Channel Design and Geofluvial Assessment
- Chloride Impact Study
- Contaminant Management Plan
- Cut and Fill Analysis
- Draft OPA/ZBA amendment
- Dust Impact Analysis
- Erosion and Sediment Control Plan
- Erosion Hazard Assessment
- Fish Habitat Assessment
- Floodline Delineation Study/Hydraulic Analysis
- Functional Servicing Feasibility Report
- Grading Plan
- Hydrogeological Study
- Karst Assessment/Karst Contingency Plan
- Limit of Environmentally Significant Core Area, or Limit of Conservation Authority Regulated Area
- Master Drainage Plan
- Meander Belt Assessment
- Noise Impact Studies
- Restoration Plan
- Servicing Plan
- Shoreline Assessment Study/Coastal Engineers Study
- Soils/Geotechnical Study
- Species Habitat Assessment
- Storm Water Management Report/Plan and/or update to an existing Storm Water Management Plan
- Sub-watershed Plan and/or update to an existing Sub-watershed Plan
- Water and Wastewater Servicing Study
- Watermain Hydraulic Analysis



# Next Steps

1	2	3	4	5	6
		We are here			
Q4 2022	2023	Q3 2024	Q4 2024	Q1-Q2 2025	Q3 2025
Approval of Phase 1 Interim Draft TORs & Guidelines.	Update of City's website to include Phase 1 TORs & Guidelines.	Through consultation and feedback minor modifications were needed for five of the Phase 1 TORs & Guidelines.  No modifications were needed for the other 42 documents.	Senior Management review of the Phase 2 TORs & Guideline drafts.  Update Phase 2 TORs & Guidelines as needed.	Report to Planning Committee with final versions of Phase 1 & 2 TORs & Guidelines. Update the City's websites.  Undertake Phase 3 TORs and circulate to Depts and sections.	Report to Planning Committee on Phase 3 TORs & Guidelines.  Complete final updates to the City's website and brochures relating to development approvals processes.

# Contact information:

If you have questions or feedback please contact:

Joseph Sanseverino

905-546-2424 ext 1284

[Joseph.Sanseverino@hamilton.ca](mailto:Joseph.Sanseverino@hamilton.ca)

Tricia Collingwood

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