



Review of Subdivision Process & Agreement and the Comprehensive Development Guidelines and Financial Policies Manual

**Planning Committee
Tuesday June 10, 2025**

Purpose of Report

To seek Council approval to allocate \$450,000 from the Development Fees Stabilization Reserve to a new Project ID which will be used to fund the forthcoming study being undertaken by the Growth Management Division on the review of:

- The Subdivision Process & Subdivision Agreement; and,
- The Comprehensive Development Guidelines & Financial Policies Manual

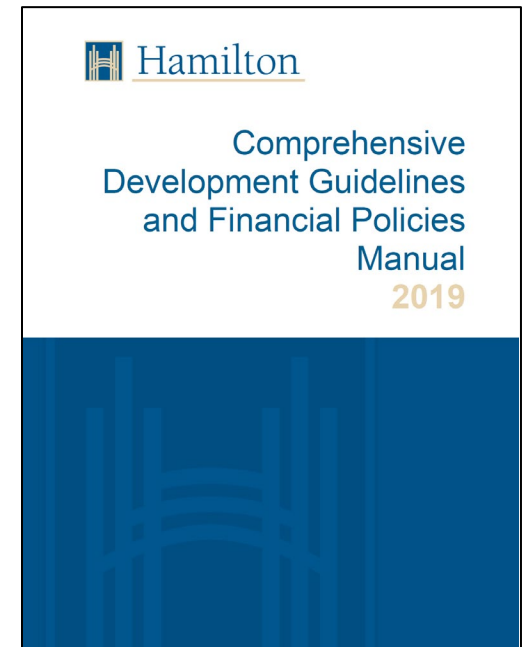
What is the Subdivision Process & Agreement?

- The Plan of Subdivision process divides land into smaller parcels for residential or non-residential development
- This review will focus on the portion of the Subdivision process administered by the Growth Management Division:
 - ❖ Engineering review;
 - ❖ Release for servicing and grading;
 - ❖ Registration;
 - ❖ Construction management and inspections;
 - ❖ Financing of municipal infrastructure.



What is the Comprehensive Development Guidelines & Financial Policies Manual (CDG)?

- The CDG is a manual for developers, landowners, consultants and municipal staff
- Identifies requirements related to servicing, lot grading, road design, street lighting
- Outlines the process for engineering plan review, construction, and inspections
- Includes detailed design guidelines and specifications
- Financial policies include information on cost sharing, cost recovery and securities



Review of Subdivision Process / Agreement and CDG Manual

Objectives:

- Identify updates to the Subdivision process & Agreement to reflect best practices, and add clarity and create efficiencies for staff and development proponents
- Update the CDG Manual to ensure it provides clear and accurate guidance and reflects best practices, and consolidate various engineering guidelines within the City of Hamilton into one simplified document.
- **Reduce approval times for the development community and enhance the customer experience in navigating the Plan of Subdivision and overall development review process**

Review of Subdivision Process / Agreement and CDG Manual

- This review will respond to several of the areas of focus identified in the **Permit Reform Motion** passed on March 18, 2025:
 - ✓ **Complete application requirements**
 - ✓ **Engineering reviews**
 - ✓ **Site plan control process**
 - ✓ **Subdivision process**
 - ✓ **Application submission requirements**
- The review will also align with the goals of the Province under Bill 17 to streamline processes and increase certainty throughout the development approvals process.

Review of Subdivision Process / Agreement and CDG Manual

Overview of Study process:

- Consultant to be selected through a Request for Proposals
- Best practices review – industry scan of comparable municipalities, including interviews with municipal staff
- Stakeholder consultation – City staff from multiple Divisions, Engineering Working Group (EWG), etc



Subdivision Process / Agreement – Key Elements of Review

- Required application materials
- Developing Draft Plan conditions
- Agreement timing / preparation / process
- Amending Agreements
- Minor Revisions
- Drawing approval
- Release for Grading / Pre-servicing
- Release for Servicing
- Payments and securities
- Clearing of conditions and registration
- Release for building permits
- Inspections / Assumption
- DC Funding – municipal infrastructure
- Best effort cost recoveries

Key Deliverables:

- ✓ New Process Mapping
- ✓ New Agreement Template(s)

CDG Manual – Key Elements of Review

Two Phase review:

- Phase 1: broader review of the processes, methodologies and requirements outlined in the Manual to make recommendations to address gaps, reflect best practices, and improve process / procedures.
- Phase 2: develop and update specific guidelines, terms of reference and agreement templates amongst other matters identified in Phase 1.

Key Deliverables:

- ✓ New / Updated Guidelines, Criteria & Templates

Timing / Next Steps

- Following approval of funding request, RFP to be issued in Q3 2025
- Anticipated completion Q2 2026 for the Subdivision Review and the first phase of the CDG Review
- Anticipated completion Q4 2026 for the second phase of the CDG review

Staff are committed to streamlining the review process. If there are 'quick wins' that are identified early in the process, we will consider implementing those ideas prior to conclusion of the fulsome review.