HHHBA / City of Hamilton Liaison Committee Meeting  
Wednesday, January 22, 2014

Minutes

Meeting Attendees:

Guy Paparella  City of Hamilton (COH)
Ed Vanderwindt  COH
Steve Robichaud  COH
John Morgan  COH
Jorge Caetano  COH
Mike Minkowski  COH
John Lane  COH
Cathy Flosz  COH
Marla Harrison  COH
Nando De Caria  HHHBA
Anthony Chiarella  HHHBA
Michael Barton  HHHBA
Brandon Campbell  Starward Homes
Suzanne Mammel  A. J. Clarke
Steve Spicer  Multi-Area

1) Call to Order and Welcome
Guy Paparella welcomed everyone in attendance. Nando De Caria introduced himself as the new President of the HHHBA.

2) Presentation – Revisions to Environmental Impact Statement (EIS) Guidelines and New Linkage Assessment (NLA) Guidelines
Cathy Flosz circulated the EIS and NLA Guidelines, providing an overview of these two documents. Any feedback or comments can be forwarded directly to Cathy.
Action: City staff to provide a ‘tracked change’ version electronically to all Committee members.

3) Joint Discussion with Growth Management and Building regarding By-Law 06-036 - Prohibition of Use of Lane Without Adequate Services
Action: HHHBA to discuss further with Tony Sergi to confirm the process. Item deferred to next meeting with Ed Vanderwindt and Tony Sergi in attendance.

4) Dye Testing
The standard wording in Subdivision Agreements was updated to incorporate dye testing requirements for cross-sewer connections effective January 1, 2014. John Lane advised that an occupancy inspection would not take place until the ‘dye testing’ condition has been met and the appropriate check-mark has been noted on the permit.

5) New Business
Community Liaison Committee – Engineering Guidelines Review
Suzanne Mammel requested that an alternate date be scheduled, as the March 20, 2014 meeting conflicts with a previous HHHBA commitment.
Action: City staff to consult with Cole Engineering and report back with some alternate meeting dates.
6) Review Minutes from Previous Meeting held December 11, 2013
   Approved

7) Outstanding Business
   (a) Status Update on the Engineering Guidelines – Guy Paparella advised that
       there have been a number of insertions in these draft guidelines and the
       stormwater management comments would be discussed further at the March
       meeting.
   (b) Status update on the Accessibilty Guidelines Document Provided as Part
       of the Site Plan Application City Staff Unfamiliar With
       Action: City staff to review AODA requirements ensuring consistency in the draft
       Engineering Guidelines document. Guy Paparella to follow-up on the document
       provided with site plan comments and provide an update at the next HHHBA
       meeting.

8) Grading Approval Process regarding RYCB Video and Water Curb Stops
   John Morgante advised that for all lots with adjacent rear-yard catch basins (RYCBs), the
   new grading certificates will require video inspections of adjacent RYCBs, and
   catch basins themselves will be inspected at the same time.
   It was also agreed that all grading certificates received after January 1, 2014 will require
   water service boxes to be inspected and certified. The developer will be held
   responsible until all certificates have been received.
   Action: City staff to draft a letter to the HHHBA describing the process and stipulating
   the Developer’s responsibility until completion.

9) Site Alteration Permit Process -- Process itself is unchanged except all complaints
   would be administered by the Growth Management Division – Construction Section.
   Jason Thompson undertakes the task of preparing the permit and circulating it to all
   parties as required.

10) Consolidated Application Form – Steve Robichaud advised that several application
     forms would be consolidated effective March 1, 2014. It was anticipated that these
     forms would eventually be electronically available via the City’s website.

11) Urban Woodlands By-law – HHHBA has requested consultation in drafting the
     Planning Committee report prior to proceeding to the Committee for consideration.

12) Next Meeting
    Wednesday, February 12, 2014 at 1 p.m. (Meeting Room 830 – 6th Floor, City Hall)