MINUTES
HNNBA / CITY LIAISON COMMITTEE MEETING
April 15, 2011

Meeting Attendees:

Paul Mallard (Chair)  COH
Gavin Norman (Co-Chair)  COH
Frank Mercuri, President  HNNBA
Steve Robichaud  COH
Raymond Lee  COH
Sally Yong-Lee  COH
Joe Spiler  COH
Alfonso Principato  COH
Don Fisher  COH
Councillor Lloyd Ferguson  COH
Councillor Merle Person  COH
Wayne Thompson  COH
Peter DeJuliio  COH
Kathy Menyes  HCA
Jennifer Lawrence  CH
Adi Irani  A. J. Clarke
Suzanne Mammel  A. J. Clarke
Steve Fraser  A. J. Clarke
Anthony Chiarella  Marz Homes
Karl Gonsen  Metropolitan Consulting
Paul Brown  NTE Consulting
Steve Spicer  Multi-Area Development
Terri Johns  Starward Homes
Dan Pettela  Trinison Management

1.0 Call to Order

The meeting was called to order at 9:30 a.m., April 15, 2011.
The Chair welcomed everyone and introductions of the persons in attendance were made.

2.0 Approval of Minutes: Minutes of the February 16th, 2011 meeting were approved.

3.0 New Business (All)

The building permit fees were presented to Council Committee. The recommendation from Council is to review fees on an annual basis. The budget for building services went up 2%. A Public Notice is being sent out next week (21 days notice). The City wants to ensure that Hamilton Home Builders are aware of this.
4.0 Presentation regarding District Energy from HCE (Katie Mills)

Katie Mills provided a handout titled "Introduction to Hamilton Utilities Corporation and Hamilton Community Energy". Copies of the presentation were distributed to the group. Katie discussed the benefits of Hamilton Community Energy.

Questions/Discussion following the presentation:

A question was raised as to whether this technology was being introduced into hospitals. Katie explained there have been discussions with Mohawk however nothing has occurred yet.

A question was raised regarding piping. Katie explained the piping infrastructure is in place. The company understands what their flat run will be. It depends on the size and location of the building. There is significant cost savings over 25 years. If companies are looking for an inexpensive solution, HCE is not a suitable choice. HCE is the best choice for companies looking for a long term benefits to the facility(s).

Another question was raised regarding HCE and if they could accommodate Hamilton due to fragmented ownership. Katie explained HCE was built for servicing what we have today. If they know what the long range plan, they can scale the project to meet that.

Another question was raised regarding whether geo-thermal had a vision and what the incentives are. Katie explained HCE was unsure about Geo-exchange in the beginning. The payback however is very high. In a facility where you have a smaller sale and between Government incentives, you can receive a good payback. HCE is convinced the way of the future is through integrated technology. It drives the cost down and is green for the environment.

I was suggested the group provide feedback after the meeting on May 4th. Suzanne will provide comments immediately after the May 4th meeting. Approval from HCE may not be approved until August. The HCE meetings are held every second month. Suzanne confirmed she would send any preliminary comments to HCE as soon as possible.

Katie further explained the checklist for submissions. The checklist outlines the type of submission it is. There will be a need for letters to accompany the checklist. It is important to explain to the homeowner what is needed and why.

There is a concern regarding the timelines. The timelines are not binding. The only way you can get the CA to make a decision is to force them to refuse your application. Katie explained that CA is concerned that people are not providing good service delivery. They wanted to provide direction and guidance. They did it through a guideline instead of making it stationary. They have three MOUs in Hamilton. They are in the process of updating to make it more consistent.
The report will be presented to the Board of Directors. They are taking the same approach with administrative review. The checklist has been in place for a number of years. The checklist is part of the new updated procedures and guidelines. They feel a 30 day period is sufficient. They are hoping to have it in place by the end of May. They feel it is critical to have things in place in May. They are being audited in January and do not have policies in place. Recommendations in report are being circulated to the home builders. Pre-consultation strong recommended however, not mandatory.

5.0 Presentation regarding Provincial Conservation Authority Liaison Committee (CALC) – Policies and Procedures for CA Planning and Permitting Activities – Overview and Status of Implementation (Kathy Menyes)

Cathy provided handouts of the report that was presented to Watershed Management and the Board of Directors from CALC. The purpose of the presentation is to better understand what RCA is doing. There are a number of principles that are applicable to all HCA's.

6.0 CA Fee Schedules, Cost Recovery and Delivery Standards (Kathy Menyes)

There are changes in fee schedules. The board has provided verbal direction to investigate something. 100% cost revenue for planning and regulations for. Since 2004 they have increased their fees by 60% over the last 8 years. A number of the changes were implemented in order to maintain the 70% cost recovery. In 2010 they achieved a 70% cost recovery. The trust cost recovery to deliver the program (including admin costs, admin support, GIS) is 64% for planning and 62% for regulations. There is a different work load. There is not a large number of staff. They have done fairly well with service delivery standards in terms of timelines. It will be costly to deliver planning and regulation programs. Need to look at adjustments to existing fees and develop a new way of charging for services. The fees in Hamilton are lower than Hamilton. The board wants to see what those numbers are and what the impact will be. The report will be presented to the Board in July.

7.0 Discussion on New Structure of HHHBA / City Liaison Committee (Tony Seri / Suzanne Mammel)

Home Builders are concerned that the committee has moved away from its original intent. The group was originally set up as working group. The group has become larger and is more presentation driven. It was suggested the committee be limited to 5 City staff and 5 HHHBA representatives. Tony met with Tim to talk about the structure of the committee. Tim is interested in a collection of senior staff and alternates as required. It was suggested that the presentations be scheduled well in advance. The objective is to ensure the correct people are in the room and the discussion is moving forward. The intention of this is to move away from project specific issues and focus more on core issues. The idea is to work through the issues at the table. The goal is to maximize City staff and Home Builders time. A suggestion was made to post committee information on the website. There is talk that the Home Builders may provide a link to the committee on their webpage. In 2004 councillors and the Mayor were invited to
develop the work program in the beginning of the year. It was suggested that that concepts be re-adopted. It was also suggested that the committee have a Chair and Vice Chair (Council). There is a concern that not all clients are members. This could be viewed as exclusionary. There were problems in the past. Some clients are not members of HHBA and have their own liaisons with the City.

8.0 Interest Policy on Cash Securities (Joe Spiller/Wayne Thompson)

The report presented at the Audit and Finance and Admin Committee was just approved. Interest Payment Policy on cash securities was presented to the Committee. Former municipalities within Hamilton had a practice of not paying interest on cash securities. In order to respond to internal auditors recommendations, staff looked at what other municipalities did. The report will be sent electronically to the Home Builders Association. The City is also going to put policy in practice of not paying interest on cash securities. Interest that was paid to the Bank of Canada was at a prime rate of 2% with balance of $10 million. The policy is effective July 1, 2011. Notices will be posted in community centers and the Building Department.

9.0 Urban Design Awards [Paul Mallard]

The Urban Design Awards were established to raise awareness. There are three sets of awards. A printed copy of a poster and nomination form will be circulated. All the information is available on the web. The criteria are that the projects have to be completed after October 2009 and before August 2011. The awards take place November 10th in conjunction with the World Planning Day. The submissions close on September 2nd. The various types of projects include single building, complete communities etc. The nomination forms can be submitted by anyone.

10. Restructuring of the Development Engineering and Industrial Parks & Airport Development Divisions [Tony Serni]

Handouts were provided of the presentation that was that was made to Planning Committee in January. Tim has been moving forward with alignment of services trying to get to a point where we are having staff working on various processes at the various time. Guy has finished the secondary process and has been promoted to Director of Growth Planning. Guy has been providing some resources for the shuttle ready initiatives for industrial parks. The goal is to centralize the construction management group. Guy’s group will be reporting back on the staging and development program. They have had some additional staff. Four staff has been transferred and there are now two vacant positions. Tony is looking for people that can run programs. Gavin has posted positions for inspection group. Tony is reporting back to committee on a quarterly basis on a budget perspective and is concerned about the revenue side. A lot of positions will not be filled. Positions that are filled will be based on activity levels and required needs. The Planning Committee has directed Tim to provide terms of reference based on direction that was given to him based on operational review. One of the challenges is we have a lot of retirees coming up soon. There is a knowledge
gap which we are trying to address. We are reluctant filling positions not knowing what the
revenue stream will be. The goal is to keep growth going at a management level based on
demands. The budget and actual are relatively close based on activity levels. Employee related
costs have increased. Tony will investigate further.

A question was raised as to whether other functions were considered. Discussions were held
regarding that and we are currently waiting for transfers. Traffic was one of the issues where
we wanted to have a localized presence. We are trying to move forward and talk about these
issues. We trying to consulate services based on delivery time. We currently have more work
than staff, it is so important to get into this growth plan and staging plan.

10.0 HHHBA Objectives / Goals (Suzanne Mammel)

*** I will connect with Susanne for her notes. My laptop battery died and I was unable to
capture all the meeting minutes.

11.0 Next Meeting – Friday, June 17, 2011 (CITY LEAD)

Meeting adjourned at 12:00 pm.