

Monday November 20<sup>th</sup>, 2023

City of Hamilton  
71 Main Street West, 4<sup>th</sup> Floor  
Hamilton, Ontario, L8P 4Y5  
Attention: Planning and Economic Development

Attn:	<b>Melanie Pham</b> Community Planning Program Lead, Sustainable Communities Planning & Economic Development Department (905) 546-2424 ext. 6685
Re:	<b>OFFICIAL PLAN AMENDMENT APPLICATION UPPER WEST SIDE SECONDARY PLAN FC-23-049</b>

Dear Ms. Pham,

On behalf of the Upper West Side Landowners Group (UWSLG), Corbett Land Strategies Inc., (CLS) is pleased to submit the enclosed Official Plan Amendment application to the City of Hamilton in support of the proposed Upper West Side Secondary Plan. The Secondary Plan area includes two Urban Boundary Expansion areas identified as Twenty Rd W – Areas 1 & 2. According to the modifications made by the Minister to OPA 167 in November 2022, development cannot occur on any urban expansion lands without proceeding with a secondary plan. As such, to advance any planning approvals on these lands, a comprehensive privately-initiated secondary plan application must be advanced by way of an Official Plan Amendment Application.

The Upper West Side community lands which are bounded by Twenty Road West to the north, Upper James to the east, Dickenson Rd to the south and Glancaster Rd to the west, contain both employment lands located within the Airport Employment Growth District (AEGD) and two small, formal rural areas that are now located within the Urban Boundary. The infill urban area located to the west (TRW 1) consists of 77.3 hectares in area and is designated as “Urban Expansion Area – Neighbourhoods” and the area located to the east within the secondary plan area (TRW 2) is designated as mostly “Urban Boundary Area – Neighbourhoods” with a small portion designated as “Urban Boundary Area – Employment”, consisting of 33.4 hectares in area in total.

CLS has combined the Urban Expansion Areas with other urban areas owned by the UWSLG to prepare a comprehensively planned secondary plan, identified as the Upper West Side Secondary Plan (UWS Secondary Plan). The UWS Secondary Plan also consists of other urban lands which are designated within the Airport Employment Growth District Secondary Plan as “Natural Open Space”, “Airport Prestige Business” and “Airport Light Industrial” The UWS Secondary Plan is approximately 222 hectares in area. To ensure a comprehensive level of planning, the UWS Secondary Plan and its supporting technical

studies have assessed the broader development block (UWS Study Area). The UWS Study Area is approximately 389.12 hectares.

The proposed secondary plan area has the capacity to accommodate residential development comprised of approximately 5,367 various residential units, assisting with the current housing crisis faced in Ontario. The anticipated density is proposed to be at a minimum of 70 persons and jobs per hectare. The secondary plan area will also support the existing natural heritage system by providing an enhanced natural heritage corridor, which will provide a 75m corridor width as well as construct a collector road network and stormwater infrastructure. In addition, the secondary plan will provide mixed uses, institutional uses and park space land uses in order to create a complete community.

CLS has completed the Formal Consultation process by meeting with staff on April 26<sup>th</sup>, 2023 to discuss the proposed application and receive comments from City staff and agencies. During the Formal Consultation meeting, staff identified multiple studies/ assessments that are required to complete the applications set forth. CLS has completed the identified studies and has enclosed the reports within the submission package necessary to support the Official Plan Amendment application. Further, a transmittal document (Appendix A) has been provided to identify the submitted assessments/ reports. A response document has been prepared and attached to this letter (Appendix B).

Through the contents of this submission, the UWSLG has responded to the specific criteria set forth by City staff's Secondary Planning Guidelines for Urban Expansion Areas (PED23144). We believe the proposed secondary plan area is appropriate and we look forward to working with the City through the review of the application. If there are any concerns or questions, please feel free to contact the undersigned.

Thank you,

*John Corbett*

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**John Corbett, M.C.I.P., R.P.P.**  
President  
Corbett Land Strategies Inc.  
[john@corbettlandstrategies.ca](mailto:john@corbettlandstrategies.ca)

COPIES: Upper West Side Landowners Group  
John Farber, Legal Counsel, Fogal Rubinoff

## APPENDIX A: Transmittal

The following documentation comprises the Upper West Side Secondary Plan application submission:

CATEGORY	TYPE	DRAWING NAME	No. of PAGES	NO. OF COPIES
Official Plan Amendment – Secondary Plan Application with signatures	FORM	OPA Application_UWS Secondary Plan	24	
Formal Consultation Form - Signed	DOCUMENT	Formal Consultation Document_Signed_UWS Secondary Plan	13	
Community Land Use Plan	DRAWING	Community Land Use Plan_UWS Secondary Plan	1	
Existing Drainage Plan	DRAWING	STM-2 Existing Drainage_UWS Secondary Plan	1	
Proposed Drainage Plan	DRAWING	STM-2 Proposed Drainage_UWS Secondary Plan	1	
Survey Plans	DRAWING	Combined Surveys_UWS Secondary Plan	1	
Formal Consultant Comment Response Matrix	DOCUMENT	Commenting Matrix_UWS Secondary Plan	13	
Planning Justification Report	REPORT	Planning Justification Report_UWS Secondary Plan	89	
Urban Design & Architectural Guidelines	REPORT	UDAG_UWS Secondary Plan	134	
Public Consultation Summary	REPORT	Public Consultation Summary_UWS Secondary Plan	43	
Draft Official Plan Amendment	DOCUMENT	Draft OPA_UWS Secondary Plan	25	
Master EIS & Linkage Assessment	REPORT	Draft Master EIS_UWS Secondary Plan	364	
Karst Assessment	MEMO	Karst Assessment Letter_UWS Secondary Plan	1	
Geotechnical Investigation	REPORT	Geotechnical Investigation_UWS Secondary Plan	88	
Hydrogeology Report	REPORT	Hydrogeology Report_UWS Secondary Plan	142	
Water & Wastewater Servicing Master Plan	REPORT	Water & Wastewater Servicing Master Plan_UWS Secondary Plan	16	
Master Subwatershed Study	REPORT	Subwatershed & Stormwater Master Plan_UWS Secondary Plan	115	
Financial Impact Analysis	REPORT	FIA_UWS Secondary Plan	16	
Land Needs Assessment Memo	MEMO	LNA_UWS Secondary Plan	91	
Agricultural Impact Assessment	REPORT	AIA_UWS Secondary Plan	46	
Noise Impact Study	REPORT	Noise Impact Study_UWS Secondary Plan	27	
Master Transportation Study	REPORT	Transportation Study_UWS Secondary Plan	252	
Energy and Environmental Assessment Report	REPORT	Energy & Environmental Assessment Report_UWS Secondary Plan	46	
Fluvial Geomorphological Assessment	REPORT	Fluvial Geomorphological Assessment Secondary Plan	128	
Commercial Needs & Impact Assessment	REPORT	Commercial Needs Assessment_UWS Secondary Plan	54	

CATEGORY	TYPE	DRAWING NAME	No. of PAGES	NO. OF COPIES
Community Infrastructure Report	REPORT	Community Infrastructure Assessment Report_UWS Secondary Plan	84	
Housing Needs Assessment Report	REPORT	Housing Needs Assessment Report_UWS Secondary Plan	58	
Cultural Heritage Impact Assessment	REPORT	CHIA_UWS Secondary Plan	31	
Stage 2 Archaeology Assessment	MEMO	Stage 2 Archaeology Letter_UWS Secondary Plan	1	
Upper West Side Secondary Plan	REPORT	UWS Secondary Plan	65	

**APPENDIX B: Formal Consultant Comment Response Matrix**

**Project Name: Upper West Side Community Plan (Secondary Plan Amendment)**  
**File No. FC-23-049**

Department/ Agency	Comment No.	Formal Consultation Comment	Consultant/ Discipline	Consultant Response	Responding Document
Natural Heritage (Melissa Kiddie)	1	<p><b>Natural Heritage</b></p> <p>The subject properties are located within the boundaries of the Urban Hamilton Official Plan (UHOP). The subject lands include the Twenty Road West Urban Expansion Area and portions of the Airport Employment Growth District (AEGD) Secondary Plan area. It is important to note that 9511 Twenty Road West is subject to current Planning Act applications (UHOPA-18-016; ZAC-18-048; 25T-201807).</p> <p>As per direction in the Provincial Policy Statement (policy 2.1.3), a Natural Heritage System (NHS) has been developed for the City. In the urban area, the NHS consists of the Niagara Escarpment Plan area, Core Areas, and Linkages. Core Areas are the most important components of the NHS in terms of biodiversity, productivity, and ecological and hydrological functions, while Linkages provide ecological connections to Core Areas.</p> <p>"The Core Areas identified within the subject properties include Significant Woodlands, Upper Twenty Mile Creek Provincially Significant Wetland (PSW), unevaluated wetlands, ponds, and watercourses. In addition, not all Core Areas have been mapped. This includes significant habitat for endangered and threatened species as well as Significant Wildlife Habitat. The watercourses and wetlands are also regulated by the Niagara Peninsula Conservation Authority (NPCA).</p> <p>Linkages, natural areas that ecologically connect Core Areas have also been identified within the subject properties."</p> <p>Directions to guide development have been identified within the UHOP (Volume 1 policy A.2.1). Direction #9 states "protect ecological systems and the natural environment, reduce waste, improve air, land and water quality, and encourage the use of green infrastructure". Further, specific natural heritage policy goals have been outlined within the UHOP. These goals highlight the importance the City has place upon the protection and enhancement of the natural environment.</p> <p>These goals need to be considered in the Secondary Plan process.</p> <p>These goals are:</p> <ul style="list-style-type: none"> <li>• Protect and enhance biodiversity and ecological functions</li> <li>• Achieve a health, functional ecosystem</li> <li>• Conserve the natural beauty and distinctive character of Hamilton's landscape</li> <li>• Maintain and enhance the contributions made by the Natural Heritage System to the quality of life of Hamilton's residents</li> <li>• Restore and enhance connections, quality, and amount of natural habitat</li> </ul>		An enhanced Natural Heritage Corridor has been prepared to include the biodiversity and ecological functions as listed. NRSI has prepared a Master EIS addressing all of the policies within the UHOP and AEGD where applicable for the Upper West Side Secondary Plan area.	Upper West Side Master Environment Assessment, prepared by NRSI Inc., d November 2023.
	2	<p>As per UHOP Volume 1 policy C.2.3, Core Areas are to be preserved and enhanced. Any development or site alteration within or adjacent to them shall not negatively impact their environmental features or ecological functions. In addition, Linkages are to be protected, restored, or enhanced to sustain the Natural Heritage System (UHOP Volume 1 policy C.2.7).</p> <p>Secondary Plans are to identify and evaluate Linkages including those already identified and those newly identified. As per UHOP Volume 1 policy C.2.7.4, policies protecting/enhancing linkages as well as mapping are to be included within Secondary Plans.</p> <p>"An Environmental Impact Statement and Linkage Assessment would be required to be completed as part of the Secondary Plan.</p> <ul style="list-style-type: none"> <li>• The EIS is to be prepared in accordance with the City's Council adopted EIS Guidelines (revised March 2015).</li> <li>• The subject properties were previously assessed through an Incremental Settlement Expansion Area application (UHOPA-20-018/RHOPA-20-022; UHOPA-20-019; RHOPA-20-023; UHOPA-20-020/RHOPA-20-024) and specific development applications for 9511 Twenty Road West (UHOPA-18-016; ZAC-18-048; 25T-201807). Since this information was collected in 2018 (5 years ago) and incomplete data was provided with the previous submissions, updated field surveys are required.</li> <li>• A Terms of Reference (ToR) is to be prepared and approved by Natural Heritage Planning staff in consultation with the NPCA prior to the start of any field investigations. The ToR is to include but not limited to the following inventories: <ul style="list-style-type: none"> <li>o Vegetation surveys</li> <li>o Breeding bird surveys</li> <li>o Amphibian surveys</li> <li>o Reptile surveys</li> <li>o Aquatic habitat assessment</li> <li>o Headwater drainage feature assessment</li> <li>o Wetland boundary delineation</li> <li>o Woodland boundary delineation</li> <li>o Species at Risk (SAR) screening (including bat habitat assessment, butternut health assessment)</li> <li>o Significant Wildlife Habitat (SWH) screening</li> <li>o Incidental wildlife observations</li> </ul> </li> <li>• The Linkage Assessment is to be prepared in accordance with the City's Council adopted Linkage Assessment Guidelines (March 2015). When an EIS is being prepared, the Linkage Assessment can be included as part of the EIS (UHOP Volume 1 policy C.2.7.5).</li> </ul>	NRSI	Included within the Master EIS are sections addressing the required EIS and Linkage Assessment. NRSI has also completed numerous studies/ surveys to address the listed assessments as required by City staff. As such, NRSI has a detailed catalogue of vegetation and species from fieldwork starting in 2017 and has an excellent base information of existing conditions to provide recommendations for the secondary plan area. All studies are identified to be effective as of 2023, updates to work is anticipated in 2024.	Upper West Side Master Environment Assessment, prepared by NRSI Inc., d November 2023.
	3	<p><b>Tree Resources</b></p> <p>Through aerial photograph interpretation, trees have been identified within the subject properties. As per policies within the UHOP (policy C.2.11.1), the City recognizes the importance of trees and woodlands to the health and quality of life in the community and encourages the protection and restoration of trees.</p> <p>Based on the Conceptual Land Use Plan that has been provided, trees will need to be removed to facilitate the vision of the Plan. The Secondary Plan is to recognize:</p> <ul style="list-style-type: none"> <li>• Trees provide a variety of functions to the overall community and are integral to minimizing the impacts of air pollution and climate change (Provincial Policy Statement policies 1.1.1 h, i; 1.1.3.2 c, d and 1.8.1 f, g).</li> <li>• City-wide initiatives such as the Climate Change Action Strategy recognize the important role trees play in a livable community. The preservation of mature trees is essential in maintaining the urban forest canopy.</li> <li>• "Design with Nature" principles that protect and integrate trees within the land use plan.</li> </ul> <p>A Tree Protection Plan (TPP) is to be prepared by a recognized tree management professional (i.e., certified arborist, registered professional forester, or landscape architect) in accordance with the City's Council adopted Tree Protection Guidelines (revised October 2010). Typically, a review fee is required to be submitted with the TPP. The 2023 review fee is \$685.00.</p> <p>It is important to note that woodlands within these areas may be regulated by the Urban Woodland Conservation By-law (14-212). In addition, current investigations related to tree removal on 9751 Twenty Road West are currently on going.</p>	NRSI	A Tree Protection Plan has been prepared by NRSI. In addition, the proposed enhanced NHS corridor includes trees that are listed for protection. Any trees removed will be replaced within the corridor area and as well as replaced outside of the corridor areas through dedicated compensation areas.	Upper West Side Master Environment Assessment, prepared by NRSI Inc., d November 2023.
	4	<p><b>Karst Assessment</b></p> <p>Through previous work associated with the Incremental Settlement Expansion Area (UHOPA-20-018/RHOPA-20-022; UHOPA-20-019; RHOPA-20-023; UHOPA-20-020/RHOPA-20-024), it was observed that "water quickly disappeared into a small hole in the ground in the agricultural field". To evaluate if there are hazardous lands/sites within the area, a Karst Assessment is required. This evaluation is to consider the ecological field work.</p>	NRSI	The Karst conditions have been reviewed and as per the submitted Karst Assessment letter in 2018, prepared by EXP, there are no existing karst conditions. Through further field assessments completed by NRSI, the water observed was determined that it was flowing into a broken tile drain. Therefore, a Karst Assessment report is not applicable.	
	5	<p><b>Subwatershed Study</b></p> <p>A Subwatershed Study would characterize the area on a comprehensive scale (not just natural heritage but stormwater and hydrology) as well as identify areas of protection, land use impacts and mitigation measures. This is important in determining the principles used in development of Secondary Plan. Based on UHOP Volume 1 policy F.3.1.6.2, recommendations of a Subwatershed Study are to be implemented within a Secondary Plan. A Terms of Reference should be prepared for this study.</p>	NRSI	Subwatershed components have been included within the Master EIS.	Upper West Side Master Environment Assessment, prepared by NRSI Inc., d November 2023.
	1	<p><b>General Comments:</b></p> <p>The subject lands are bounded by the existing Hydro Corridor, adjacent to the Twenty Road West right-of-way to the north, and lands within the AEGD Secondary Plan to the south. The City has completed a number of studies for the lands within the original boundary of the Secondary Plan, and included a blanket holding provision on all lands to ensure adequate services are available to provide for an orderly development. For the information of the proponent, a population density of 39 employee/ha (prestige business) and 23 employee/ha (light industrial) for the subject lands was assigned in the original Master Plans updated in December 2016 for the subject lands as part of the overall servicing strategy of the AEGD lands. The proposed land uses in this application does not appear to be in accordance with the overall strategy.</p>	Urbantech	The increased density is to accommodate the proposed residential infill areas as well as mixed uses and institutional uses. Other reports prepared along with the Master Servicing Report is to provide servicing and SWM recommendations for a complete community.	

**Development Engineering (Tu Vu)**

2	The City has completed the Transportation Master Plan Implementation Update and Water & Wastewater Servicing Master Plan Update in December 2016, as well as the AEGD Subwatershed Study & Stormwater Master Plan (SWMP) Implementation Document in April of 2017, to assess the impact on the Master Servicing strategy as result of the change in the boundary of the original Secondary plan. There have been no changes in the servicing strategy for the subject lands from the original proposal based on the above noted updates.	Urbantech	The City's Master Transportation, Water and Wastewater Servicing Plan and the AEGD Subwatershed Study & Stormwater Master Plan have been utilized to prepared master plans for the proposed Upper West Side Secondary Plan. The subject lands are located within an Urban Boundary Expansion area and within the AEGD. As required by the City, a Secondary Plan is required to receive approvals for the subject lands.																			
3	<p><b>Sanitary</b></p> <p>The proposed land use plan and preliminary site statistics regarding total population does not comply with or take into consideration the AEGD Water &amp; Wastewater Servicing Master Plan (2016). The land uses in the current master plans includes Prestige Business (39/employees/ha) and Light Industrial (23 employees/ha) – the proposed land uses of medium/high density and mixed uses contradicts the Master Servicing Strategy significantly and no supporting information has been provided to justify/clarify this matter in this application.</p> <p>The design of the future Dickenson-Centennial trunk sanitary sewer has accounted for the subject lands to be used as employment lands (Prestige Business and Light Industrial land uses). The proposal would significantly increase the density of the lands and in turn, compromises the sanitary sewer design discharge rates identified in the master servicing plan/strategy. This must be justified through a detailed functional servicing report and amended through the master servicing plan and strategies.</p> <p>Our previous comments still stand: Our office has no clear understanding of the impact of the expected density on the existing or the planned works from a water and wastewater perspective at this time.</p> <p>An updated/revised Water &amp; Wastewater Servicing Master Plan for the AEGD will be required to support the Secondary Plan.</p>	Urbantech	Understood. Please refer to the Upper West Side Subwatershed Study & Stormwater Master Plan report addressing the land use change servicing concerns for the study area.	Upper West Side Subwatershed Study, Stormwater Master Plan Report, prepared by Urbantech Consulting, dated Nover 2023.																		
4	<p>Previous comments still stand: We offer the following additional info from wastewater servicing perspective for the lands generally located southeast of Garth Street and the Twenty Road West intersection, subject to FC-20-028, adjacent to Phase 1 of servicing the AEGD lands. These lands are intended to be serviced by the existing sanitary pumping station at the intersection of Twenty Road West and Upper James in accordance with the preferred Master Servicing strategy for the AEGD. The existing sanitary pumping station has limited capacity and cannot support development of the subject lands without completion of the upgrades identified in the wastewater capital program and diversion of the existing wastewater flows from the lands to the south of Dickenson Road to the future Dickenson-Centennial trunk sanitary sewer as identified in the Preferred Water Servicing - Update.</p> <p>In addition to the above, the City of Hamilton has adopted the wastewater system capacity allocation policy for the AEGD area in order to maintain the provision of wastewater conveyance and treatment capacity in the AEGD drainage catchment – this will further limit the wastewater capacity of the system within the subject lands.</p>	Urbantech	Noted.																			
5	<p><b>Water</b></p> <p>The AEGD Water &amp; Wastewater Servicing Master Plan will need to be updated and/or re-evaluated as a result of the land use changes with respect to water servicing. The updated master plan shall be supported with an analysis that should demonstrate that the required domestic and fire flows are available within the appropriate pressure ranges for the Secondary Plan area. Further detailed water comments by Public Works can be seen below.</p>	Urbantech	Noted.																			
6	<p><b>Stormwater Management (Comments by: Suman Saha)</b></p> <p>Staff have reviewed the submitted cover letter and draft land use plan (dated: March 2023) which outlines the subject lands which are bounded by Glancaster Road to the west, Twenty Road West to the north, Upper James Street to the east and Dickenson Road West to the south. Total site area approximately 267.1 ha (as per the submitted cover letter). As per the cover letter, the application proposes the subject lands to be included in the North Glanbrook Secondary Plan area. However, it is staff's understanding that only small portion of the above-mentioned lands abutting Twenty Road West have been designated as Urban Boundary Expansion (UBE) areas by the Province; the remaining lands still belong to the scope of Hamilton Airport Employment Growth District (AEGD) Secondary Plan area. As such, it is the understanding that current application is applicable for only the UBE lands abutting Twenty Road West to be considered for inclusion in the North Glanbrook Secondary Plan area. Based on this, staff recommends following technical studies are required in support of the secondary plan for inclusion of the UBE areas:</p> <p>a) A comprehensive Stormwater Management (SWM) Report/ Master Plan which should perform existing and future drainage assessment, assess and review the impacts of storm runoff from the subject development on the upstream and downstream system; develop an appropriate storm water management strategy by identifying stormwater quantity, quality, erosion and water balance target; suggest natural heritage system protection strategy as applicable; determine post development target flows, including identification of general locations and preliminary design for any required stormwater management facilities including SMM block limits and functional footprint; assess the feasibility of Low Impact Development features and incorporate into overall stormwater management strategy.</p> <p>b) The above SWM Report should be supported by: Fluvial Geomorphic Assessment, Hydrogeological Study/Geotechnical investigation, Karst Assessment</p> <p>c) A Functional Master Servicing Report/Plan to demonstrate how the lands can be serviced. Please note that City previously provided comments on the proposed industrial draft plan (along the future extension of Garth Street to the Dickenson Road West) on Upper West Side Lands (City file: ZAC-18-040, 25T-201807). The servicing strategy for the UBE lands under consideration should be consistent with servicing strategy on the remaining AEGD lands (which includes Upper West Side lands and also lands belonging to non-participating land owners) to the south (up to Dickenson Road West) east (up to Upper James Street) West (up to Glancaster Road) under consideration.</p> <p>d) Updated AEGD Stormwater Master Plan</p> <p>e) Future development phasing plan</p>	Urbantech	<p>A Master Servicing Plan has been prepared in accordance with the Fluvial Geomorphic Assessment, and the Hydrogeological &amp; Geotechnical Studies that were completed for the Upper West Side Secondary which includes both the Twenty Rd W expansion areas and parts of the AEGD.</p> <p>The report includes as required, and where applicable an assessment on the existing and future drainage of the area, a review of the impacts of storm runoff from the proposed development from the upstream and downstream system a comprehensive SWM strategy. A servicing development phasing plan is included within the Master Servicing Plan.</p>	Upper West Side Subwatershed Study, Stormwater Master Plan Report, prepared by Urbantech Consulting, dated Nover 2023.																		
7	<p><b>Sanitary and Minor Storm Servicing (Public Works Comments)</b></p> <p>Further to the servicing comments provided previously under FC-20-028, FC-20-029, and FC-20-034, no new information has been provided. The technical plans and studies to support the development of a secondary plan will be required to demonstrate that storm and sanitary servicing capacity exists and/or can be achieved in conjunction with the development of the urban AEGD lands. This will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Functional Servicing Reports</li> <li>• Stormwater Management Reports</li> <li>• Updated Servicing Master Plan for the AEGD</li> <li>• Stormwater and wastewater allocation in both the existing urban and expansion areas</li> <li>• Plans for phasing of development in both the existing urban and expansion areas</li> <li>• Plans for infrastructure upgrades required to support the development of the expansion areas</li> </ul> <p>Notwithstanding the above, additional hydrologic and hydraulic analyses may be required to demonstrate adequate outlets and no adverse impacts to receiving municipal systems.</p>	Urbantech	Understood. Please refer to the Upper West Side Subwatershed Study & Stormwater Master Plan report including the requirements listed.	Upper West Side Subwatershed Study, Stormwater Master Plan Report, prepared by Urbantech Consulting, dated Nover 2023.																		
8	<p><b>Water Servicing (Public Works Comments)</b></p> <p>Regarding the memo of March 29, 2023, requesting comments on the proposal to establish a Secondary Plan and zoning requirements for a new urban neighbourhood, on the subject lands at 555 Glancaster Road, and 9285, 9445, 9511, 9625 and 9751 Twenty Road West in Glanbrook:</p> <ul style="list-style-type: none"> <li>• To support the Secondary Plan submission, an updated Water Servicing Master Plan for the AEGD is required. This analysis should demonstrate that the required domestic and fire flows are available within the appropriate pressure ranges for the Secondary Plan area.</li> <li>• Please contact Udo Ehrenberg (Udo.Ehrenberg@hamilton.ca) for access to the City's current water model and to confirm the required boundary conditions prior to commencing the hydraulic analysis. Please copy the development coordinator on all correspondence.</li> <li>• To validate the model, two-hydrant flow tests should be conducted by the proponent through a licensed private contractor at existing municipal hydrants in the area. SCADA data for the time of the testing can be provided to assist with calibration. Please contact Udo Ehrenberg, (Udo.Ehrenberg@hamilton.ca) for this data.</li> <li>• The required fire flows for the Secondary Planning area shall conform with the following targets:</li> </ul> <table border="1"> <thead> <tr> <th>Land Use</th> <th>Target AFF (L/s)</th> </tr> </thead> <tbody> <tr> <td>Commercial</td> <td>150</td> </tr> <tr> <td>Small ICI (&lt;1800 m<sup>3</sup>)</td> <td>100</td> </tr> <tr> <td>Industrial</td> <td>250</td> </tr> <tr> <td>Institutional</td> <td>150</td> </tr> <tr> <td>Residential Multi (greater than three units)</td> <td>150</td> </tr> <tr> <td>Residential Medium (three or less units)</td> <td>125</td> </tr> <tr> <td>Residential Single</td> <td>75</td> </tr> <tr> <td>Residential Single (dead end)</td> <td>50</td> </tr> </tbody> </table>	Land Use	Target AFF (L/s)	Commercial	150	Small ICI (<1800 m <sup>3</sup> )	100	Industrial	250	Institutional	150	Residential Multi (greater than three units)	150	Residential Medium (three or less units)	125	Residential Single	75	Residential Single (dead end)	50	Urbantech	Please refer to the Upper West Side Subwatershed Study & Stormwater Master Plan report.	Upper West Side Subwatershed Study, Stormwater Master Plan Report, prepared by Urbantech Consulting, dated Nover 2023.
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	<b>Sourcewater Protection (Public Works Comments)</b>																					

	9	<p>Source Protection Planning understands that the planned development is proposing to establish a Secondary Plan for a new urban neighbourhood. Based on a preliminary review of available information in the City's database, the groundwater levels at the proposed subject lands is expected to be as high as 0.2m or more above the existing grade during the seasonal high period. There appears to be a number of headwater drainage features that traverse the subject lands and evaluated provincially significant wetlands located at the southern extent of 9625 and 9511 Twenty Rd W, which may display shallower groundwater levels.</p> <p>As a condition of approval to the satisfaction of Director, Hamilton Water, Source Protection Planning would require a Hydrogeological Assessment conducted by a qualified professional (P.Eng., P.Geo.) that discusses the following (not limited to):</p> <ul style="list-style-type: none"> <li>• Characterization of the subsurface soil and groundwater conditions through a program comprising of drilling boreholes and installing monitoring wells</li> <li>• Confirm spatial and temporal fluctuations in groundwater levels across the subject lands, including establishing the seasonal high groundwater table</li> <li>• While the subject land is located within the urban boundary, the surrounding area within the 500m radius extends slightly beyond and into the rural boundary, as such the study should include confirming the local use of the groundwater resources in the area through completion of a water well survey program</li> <li>• Analytical testing of groundwater quality to establish baseline conditions and to inform on the suitability for groundwater discharge</li> <li>• Hydrogeological Impact Assessment associated with dewatering activities, including a dewatering and discharge plan</li> <li>• Preparation of a Monitoring, Mitigation and Contingency Plan for the pre-, during and post-development periods</li> </ul> <p>Information Only: It is noted that the much of the site is located within a highly vulnerable aquifer (HVA) and a significant groundwater recharge area (SGRA). There may be additional requirements by the City of Hamilton – Growth Management Department, and Niagara Peninsula Conservation Authority (NPCA) related to a Sub-Watershed Study, which Source Protection Planning would support.</p>	Urbantech/ Crozier/ NRSI	An Hydrogeological Report was completed and prepared by Crozier for the Secondary Plan area. The water levels were confirmed as monitoring wells and piezometers were installed. This information contained within the report addresses the requirements listed. Please refer to the completed Hydrogeological Report.	Upper West Side Hydrogeology Investigation Report, prepared by Croz & Associates Inc, dated November 3, 2023.
<b>Airport (Marc Turpin)</b>	1	<p>Based on the information provided, the preliminary assessment shows that the aforementioned lands fall within the Airport Zoning Regulations (AZR) particularly the Outer Surface, Transitional Surface and Approach Surface of Runway 24. The land is subject to building/structure height restrictions, vegetation growth and wildlife hazard control and compliance with prohibition of interference with aircraft communications and navigational facilities.</p> <p>Further assessment is required by the Airport, NAV CANADA and Transport Canada should the applicant decide to proceed with buildings on the lands and that a Legal Land Survey attesting clearance of the surfaces as specified in Transport Canada Advisory Circular (AC) 602-003 is required. A copy of the Legal Land Survey attesting clearance of the surfaces must be provided to the Airport and included in the submission to Transport Canada.</p> <p>The NEF assessment shows that portions of the lands fall above the NEF 28 contour. The Airport does not support any residential development in areas above the NEF 28 contour. Also, a large portion of the site is inside NEF 25-30 contours, and it is recommended that noise mitigation measures be implemented in those areas for applicable developments in accordance with City of Hamilton, Ministry of the Environment and Climate Change and Transport Canada standards/guidelines.</p> <p>The drawdown time for rooftop storage, dry ponds or any an open water storage reservoir cannot exceed a period of 48 hours to reduce wildlife hazard, particularly birds that may create a hazard for aviation safety.</p>	CLS/ Aercoustics	<p>A Noise Impact Study Report has been prepared by Aercoustics to determine the existing and future noise impacts on the proposed land uses, which includes sensitive land uses within the Secondary Plan area.</p> <p>The City's policies for the permission of residential and sensitive land uses is not consistent with the PPS. As per Section 1.6.9.2, infilling of residential development and other sensitive land uses can be permitted up to the 30 NEF but must demonstrate that there will be no long-term negative impacts to the function of the airport. The report addresses these concerns and provides mitigation measures to avoid any long term negative effects to future tenants and the airport.</p>	Noise Impact Study, prepared by Aercoustics Engineering, dated October 30th, 2023.
<b>Bell Canada (Norm Lingard)</b>	1	<p><b>Conditions</b></p> <p>The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell.</p>	CLS/ Over Under Engineering	Noted.	
	2	The Owner agrees that should any conflict arise with existing Bell Canada facilities or easements within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost."		Noted.	
	3	The Owner is advised to contact Bell Canada at planninganddevelopment@bell.ca during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.		Noted.	
	4	It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.		Noted.	
	5	If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.		Noted.	
	6	<p><b>Future Involvement</b></p> <p>It is noted in the circulation that given the scale and complexity of the proposal, staff anticipate that subsequent subject specific meetings will be required to discuss and finalize the scope of the required technical submissions as well as requirements for third party peer reviews. Bell would be pleased to participate in any subsequent meetings where appropriate to provide input.</p> <p>We would like to thank you again for the opportunity to comment, and would request that Bell continue to be circulated on any future materials and/or decisions released by the Municipality in relation to this initiative. Please forward all future documents to circulations@wsp.com and should you have any specific questions, please contact the undersigned.</p>	CLS/ Over Under Engineering	Noted.	
	1	<p><b>Archaeology</b></p> <p>The subject property meets five (5) of the ten criteria used by the City of Hamilton and Ministry of Citizenship and Multiculturalism for determining archaeological potential:</p> <ol style="list-style-type: none"> <li>1) Within 250 metres of known archaeological sites;</li> <li>2) Within 300 metres of a primary watercourse or permanent waterbody, 200 metres of a secondary watercourse or seasonal waterbody, or 300 metres of a prehistoric watercourse or permanent waterbody;</li> <li>3) Local knowledge associates areas with historic events/activities/occupations;</li> <li>4) In areas of pioneer EuroCanadian settlement; and,</li> <li>5) Along historic transportation routes.</li> </ol> <p>These criteria define the property as having archaeological potential. Accordingly, Section 2 (d) of the Planning Act and Section 2.6.2 of the Provincial Policy Statement apply and Staff require that an Archaeological Assessment be completed and submitted with any future application.</p>	CLS/ PHC	The subject lands have been assessed by AMICK and ASI to complete a Stage 1 Archaeological Assessment for the participating lands. The reports indicated that a Stage 2 Archaeological Assessment is required. As such, PHC has been retained to complete this work. Before any field work has commenced, the landowners are committed to signing monitoring agreement with Indigenous Communities. Due to seasonal time constraints the Stage 2 work is still underway and is anticipated to be completed by Spring 2024.	<p>Stage 1 Archaeological Assessment, prepared by AMICK, June 2018.</p> <p>Stage 1 Archaeological Assessment, prepared by ASI, August 2021.</p>
	1	<p><b>Built Heritage/Cultural Heritage Landscapes:</b></p> <p>The subject property is comprised of multiple properties comprised of mid-19th to early-20th century farmhouses, some of which are included on the City's Municipal Heritage Register and some included on Inventory of Heritage Properties.</p> <p>"The Registered properties include:</p> <ul style="list-style-type: none"> <li>• 9445 Twenty Road West, Glanbrook; and</li> <li>• 9751 Twenty Rd W, Glanbrook"</li> </ul> <p>"The Inventoried properties include:</p> <ul style="list-style-type: none"> <li>• 555 Glancaster Road, Glanbrook;</li> <li>• 9575 Twenty Road West, Glanbrook;</li> <li>• 9511 Twenty Road West, Glanbrook; and</li> <li>• 9285 Twenty Road West, Glanbrook."</li> </ul> <p>In addition, the subject lands are adjacent to lands located at 9867 Dickenson Road, Glanbrook, and 2028 Highway 6, Glanbrook which are listed on the City's Inventory of Heritage Properties.</p> <p>The City recognizes there may be cultural heritage properties that are not yet identified or included in the Municipal Heritage Register nor designated under the Ontario Heritage Act, but still may be of cultural heritage interest. These may be properties that have yet to be surveyed, or otherwise identified, or their significance and cultural heritage value has not been comprehensively evaluated but are still worthy of conservation.</p> <p>Although not formally recognized under the Ontario Heritage Act through registration or designation, the subject property is of potential cultural heritage value and staff do have an interest in ensuring any proposed changes are sympathetic to the historic character of the building and are contextually appropriate.</p>		To address the registered properties and adjacent properties with cultural heritage, a Cultural Heritage Impact Assessment report has been prepared for the Secondary Plan study area.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.
	2	<p>Accordingly, the following sections of the Urban Hamilton Official Plan, Volume 1, apply:</p> <p>B.3.4.1.3 "Ensure that all new development, site alterations, building alterations, and additions are contextually appropriate and maintain the integrity of all on-site or adjacent cultural heritage resources."</p> <p>B.3.4.2.1(g) "Ensure the conservation and protection of cultural heritage resources in planning and development matters subject to the Planning Act either through appropriate planning and design measures or as conditions of development approvals." and,</p> <p>B.3.4.2.1(h) "Conserve the character of areas of cultural heritage significance, including designated heritage conservation districts and cultural heritage landscapes, by encouraging those land uses, development and site alteration activities that protect, maintain and enhance these areas within the City."</p>	CLS/ WSP	Noted. Please refer to the completed CHIA report for the Secondary Plan area.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.



**Cultural Heritage  
(Lisa Christie)**

3	<p>Also, a portion of the subject area fall within the Airport Employment Growth District Secondary Plan, as such the following apply:</p> <p>8.12.1 There are buildings, structures and cultural heritage landscapes of varying degrees of heritage interest and value in the Secondary Plan area which are both included and not included in Hamilton's Register of Property of Cultural Heritage Value or Interest and prior to approval of development applications a cultural heritage conservation plan statement shall be prepared in accordance with Section B.3.4.2.11 of the Urban Hamilton Official Plan. The retention and conservation of buildings of architectural or historical merit on their original sites and the promotion of the integration of these resources into new development proposals in their original use or an appropriate adaptive re-use shall be encouraged.</p> <p>8.12.3 Prior to development approvals, for those cultural heritage resources that require a cultural heritage impact assessment as determined by the culture heritage conservation plan statement noted in policy 8.12.1 above, a Stage 2 heritage assessment in shall be completed to the satisfaction of the City and the Province. No disturbance to the building, site or its surroundings shall take place within the Airport Employment Growth District until the study is reviewed and cleared. The Stage 2 heritage assessment shall be undertaken in accordance with Policy F.3.2.3 – Cultural Heritage Impact Assessments of the Urban Hamilton Official Plan.</p>		Please refer to the completed CHIA report for the Secondary Plan area.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.
4	<p>A number of Cultural Heritage Reports have been submitted and reviewed by staff as a part of previous applications ZAC-18-040/UHOPA-18-016/25T-201807 and UHOPA-20-018/RHOPA-20-022. These CHIA's recommend that the following properties be preserved and maintained as is or be incorporated into new construction: 9751 Twenty Road West, 9445 Twenty Road West, and 9511 Twenty Road West, Glanbrook.</p> <p>Staff are of the opinion that the subject application may affect the potential cultural heritage value or interest of the on-site and adjacent Inventoried properties.</p>		Noted.	
5	<p>Therefore, staff require the following:</p> <p>1) That the applicant submit and implement a Cultural Heritage Impact Assessment to the satisfaction and approval of the Director of Heritage and Urban Design as part of any future development application.</p> <p>Cultural Heritage Impact Assessments (CHIA) are used to evaluate potential development and site alteration of cultural heritage resources and demonstrate how the heritage attributes of the on-site and adjacent heritage resources will be conserved through mitigative measures and/or alternative development approaches as required.</p> <p>CHIA reports shall be prepared in conformity with the City's Heritage Impact Assessment guidelines and shall be submitted for review by Planning staff and the Hamilton Municipal Heritage Committee prior to acceptance of the report as being complete or the clearance of any conditions on any development approvals.</p> <p>The Heritage Impact Assessment will also be forwarded to the Policy and Design Working Group of the Hamilton Municipal Heritage Committee for their review and comment prior to acceptance of the report as being complete or the clearance of any conditions on any development approvals.</p> <p>Any recommendations for alternatives or mitigative measures coming out of the Cultural Heritage Impact Assessment shall be included as conditions of future development applications.</p>		Noted. Please refer to the completed CHIA report for the Secondary Plan area.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.
6	<p><b>Interim Recognition and Protection</b></p> <p>In anticipation of further Planning Act applications, City have conducted a preliminary review of the Inventoried properties in the subject area, located at 9575 and 9511 Twenty Road West, in accordance with Ontario Regulation 9/06 of the Ontario Heritage Act. Staff have determined that the subject properties are of sufficient cultural heritage value or interest (see summary below) to warrant listing on the Municipal Heritage Register. Please note that staff will be bringing forward a recommendation to the Hamilton Municipal Heritage Committee to list 9575 and 9511 Twenty Road West, Glanbrook, on the Register as an interim step until a subsequent Planning Act application is received and the properties are evaluated further as part of the Cultural Heritage Impact Assessment process.</p> <p><i>9575 Twenty Road West, Glanbrook - Preliminary Ontario Regulation 9/06 Evaluation</i></p> <ul style="list-style-type: none"> <li>The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.</li> <li>The subject property has design and physical value as a representative example of a late 19th century vernacular farmhouse. It exhibits influences representative of Gothic Revival and Italianate Architectural styles. This one-and-a-half storey brick farmhouse features a cross gable roof, window openings with soldier voussoirs, a covered front porch and dichromatic brick work.</li> <li>The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.</li> <li>This property has design and physical value because displays a high degree of craftsmanship, most notably through its decorative brick work. The building features red and yellow dichromatic brickwork including corner quoins.</li> <li>The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.</li> <li>The subject property has historical value and associations with the early settlement of the Township of Glanford.</li> <li>The property has contextual value because it is important in defining, maintaining or supporting the character of an area.</li> <li>The subject property maintains and supports the rural character of the area, with its large lot size flanked by rows of mature trees and deep setback from the road.</li> <li>The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.</li> </ul> <p>The building is historically and physically linked to the surroundings, which contributes to the rural nature of the property.</p> <p><i>9511 Twenty Road West, Glanbrook - Preliminary Ontario Regulation 9/06 Evaluation</i></p> <ul style="list-style-type: none"> <li>The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.</li> <li>The subject property has design and physical value as a representative example of a late 19th century farmhouse built in the Italianate style. This two-storey, red brick dwelling features a hip roof with modillion brackets and segmental arch doors and window openings with stone sills.</li> <li>The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.</li> <li>The subject property has historical value and associations with the development of Glanbrook and the Marshall family. The house itself was owned by William Marshall, the son of Alexander Marshall Sr., who opened a lime quarry, which was in operation until the late 1920s.</li> <li>The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.</li> <li>The subject property has the potential to yield information that contributes to an understanding of the early agricultural development of Glanbrook. The architecture style of the subject property may reflect the affluence of farmers in the community during the late 19th century.</li> <li>The property has contextual value because it is important in defining, maintaining or supporting the character of an area.</li> <li>The subject property maintains and supports the rural character of the area, with its large lot size, deep setback from the road, and its collection of related outbuildings.</li> <li>The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.</li> </ul> <p>The building is historically and physically linked to the surroundings, which contributes to the rural nature of the property.</p>	CLS/ WSP	Noted.	
			Please refer to the completed CHIA report for the Secondary Plan area.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.
			Please refer to the completed CHIA report for the Secondary Plan area.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.
7	<p><b>Mutual Agreement to Eliminate or Extend the Prescribed Event Period</b></p> <p>On July 1, 2021 changes to the Ontario Heritage Act came into force which, among other things, establishes through Section 1.(2)1 of Ontario Regulation 385/21 that, where a Prescribed Event has occurred (the issuance of a Notice of Complete Application for an Official Plan Amendment, Zoning By-law Amendment or Draft Plan of Subdivision Application), a 90-day time period commences where if a Notice of Intention to Designate (NOID) is not issued within this 90-day time period, the related application must be approved and/or registered (as applicable) before a NOID is issued. The Ontario Heritage Act includes a provision that this time period can be eliminated or extended upon the municipality and Applicant entering into a mutual agreement.</p> <p>City staff are requesting that a mutual agreement be entered into to eliminate the 90-day time period to ensure there is time to allow a comprehensive review of the Planning Act Application and Cultural Heritage Impact Assessment to occur. As an alternate option to elimination of the timeline, City staff request that a mutual agreement be entered into to extend the 90-day time period to one year.</p> <p>Please note that, if staff are not able to properly review and consider a Cultural Heritage Impact Assessment addressing any listed properties located in the subject area, a Prescribed Event may result in staff bringing forward a recommendation to Council to issue a Notice of Intention to Designate properties in the subject area to ensure that they are conserved. (LC/AT 2023-04-18)</p>	CLS/ WSP	The affected landowners may be agreeable to a Mutual Agreement to eliminate or extend the Prescribed event period. We ask that the City provide the terms of the agreement for the landowners review as part of the UWS Secondary Plan review.	Cultural Heritage Impact Assessment, prepared by WSP, November 2023.
	Purpose			

1	<p>This document explains the guidelines for the preparation of a Secondary Plan for any area designated as "Urban Expansion Area" within the Urban Hamilton Official Plan. It is intended to illustrate the expectations and standards that the process of creating a Secondary Plan is intended to follow. This document applies to both Secondary Plans undertaken and/or led by the City of Hamilton or privately initiated Secondary Plans.</p> <p>Where a Secondary Plan is privately initiated, failure to adhere to the guidelines may result in a final Secondary Plan report being considered unsatisfactory.</p> <p><b>Prepared by</b></p>	CLS	The privately-initiated UWS Secondary Plan has been advanced with reference to the adopted Secondary Plan guidelines.	Upper West Side Secondary Plan Rep prepared by CLS, dated November 20;
2	<p>The Secondary Planning process must include a Registered Professional Planner (RPP) as a project lead and the final report for a Secondary Plan must be prepared by a Registered Professional Planner (RPP).</p>	CLS	A designated RPP has been designated lead and was responsible for the preparation of the Secondary Plan report.	Upper West Side Secondary Plan Rep prepared by CLS, dated November 20;
3	<p><b>Background</b></p> <p>A Secondary Plan is a land use plan for a particular geographic area of a municipality that is prepared as an amendment to an official plan. Secondary plans identify more detailed land uses, densities, design requirements, and infrastructure requirements and other implementing actions appropriate for a community. They are considered a second layer of the City-wide Official Plan and supplement Volume 1 policy directions and designations.</p> <p>Secondary Planning is a specific tool, which:</p> <ul style="list-style-type: none"> <li>•Helps understand opportunities and address issues related to land use in certain defined geographic areas;</li> <li>•Provides community specific guidance for those areas of the City where more detailed direction is needed for matters beyond the general framework provided by the Official Plan;</li> <li>•Directs how growth and change should occur;</li> <li>•Provides an opportunity to promote consistency in new/developing areas and compatibility between land uses; and,</li> <li>•Co-ordinates local development with City-wide planning and infrastructure strategies to ensure the efficient provision of infrastructure.</li> </ul> <p>Within Urban Expansion Areas, the City's Urban Hamilton Official Plan requires a Secondary Plan to be completed prior to any development occurring.</p>	CLS	CLS has prepared a Secondary Plan report providing guiding policies for the Urban Expansion Areas and the amalgamation of other owned lands within the AEGD to formulate the study area identified as the Upper West Side Secondary Plan area. Guiding policies pertaining to the proposed land uses, densities, urban design requirements etc., are included within the report and have been based on consultant studies and public consultation events that have occurred.	Upper West Side Secondary Plan Rep prepared by CLS, dated November 20;
4	<p><b>Prior to Commencing Secondary Plan</b></p> <p>Where the City is leading a Secondary Plan process, a detailed Terms of Reference specific to the area intended for the Secondary Plan will be prepared prior to the initiation of a Secondary Plan.</p> <p>Any privately initiated Secondary Plans shall require City approval of a detailed Terms of Reference prior to the commencement of a Secondary Plan, in accordance with Policy F.1.2.3 of the Urban Hamilton Official Plan.</p> <p>Detailed terms of references shall include all minimum standards outlined in these guidelines. The detailed terms of references should also identify all supporting/aligning studies that will provide input to the Secondary Plan process.</p>	CLS	CLS prepared and submitted a Terms of Reference document on August 3rd, 2023 to City staff. TOR comments were received on October 13th, 2023. CLS and the project team have updated the materials based on TOR comments received.	Upper West Side Terms of Reference Report, prepared by CLS, dated July 3 2023.
5	<p><b>Foundational Directions for Secondary Planning</b></p> <p>As part of the recent GRIDS 2 study, ten directions to guide development were endorsed by Council as a tool to guide and evaluate decisions related to growth, and are included in Policy A.2.1 of the City's Urban Hamilton Official Plan. These core directions should be considered foundational directions to address as part of all planning processes, including planning for Urban Expansion Areas.</p> <p>Direction 1: Plan for climate change mitigation and adaptation, and reduce greenhouse gas emissions.</p> <p>Direction 2: Encourage a compatible mix of uses in neighbourhoods, including a range of housing types and affordabilities, that provide opportunities to live, work, learn, shop and play, promoting a healthy, safe and complete community.</p> <p>Direction 3: Concentrate new development and infrastructure within existing built-up areas and within the urban boundary through intensification and adaptive re-use.</p> <p>Direction 4: Protect rural areas for a viable rural economy, agricultural resources, environmentally sensitive recreation and the enjoyment of the rural landscape.</p> <p>Direction 5: Design neighbourhoods to improve access to community life for all, regardless of age, ethnicity, race, gender, ability, income and spirituality.</p> <p>Direction 6: Retain and intensify existing employment land, attract jobs in Hamilton's strength areas and targeted new sectors, and support access to education and training for all residents.</p> <p>Direction 7: Expand transportation options through the development of complete streets that encourage travel by foot, bike and transit, and enhance efficient inter-regional transportation connections.</p> <p>Direction 8: Maximize the use of existing buildings, infrastructure, and vacant or abandoned land.</p> <p>Direction 9: Protect ecological systems and the natural environment, reduce waste, improve air, land and water quality, and encourage the use of green infrastructure.</p> <p>Direction 10: Maintain and create attractive public and private spaces and respect the unique character of existing buildings, neighbourhoods and communities, protect cultural heritage resources, and support arts and culture as an important part of community identity.</p>	CLS	CLS has incorporated the Ten Foundational Directions into the Secondary Plan Report, Planning Justification Report and Energy and Environmental Assessment Report to provide guiding policies based on Section A.2.1 in support of the UHOP.	Upper West Side Secondary Plan Rep prepared by CLS, dated November 20; Upper West Side Planning Justification Report, prepared by CLS, dated Nover 2023. Upper West Side Energy and Environmental Assessment report, prepared by CLS, NAK, Urbantech, RJ and Ecovert, dated November 2023.
6	<p><b>Secondary Plan Phases</b></p> <p>The process of creating a Secondary Plan shall include three general phases:</p> <p>Phase 1: Background work to collect data and identify existing conditions, opportunities, and constraints (E.g. airport noise levels). Identification of land use needs (e.g. employment, commercial, residential, parks, schools, recreational facilities and other community services and facilities). Completion of visioning exercises to establish high level principles, goals, and/or objectives for the Secondary Plan.</p> <p>Phase 2: Analysis of information and creation of land use options for consideration by stakeholders and the public, with input from aligning studies.</p> <p>Phase 3: Identification of a preferred land use plan and policy directions for the Secondary Plan area, and an implementation strategy.</p> <p>Work may be further broken down into more detailed components or additional phases if appropriate. Throughout all phases, the project lead will monitor any ongoing Provincial and City projects and initiatives as they pertain to a Secondary Plan study area, to ensure that the outcomes of other projects are understood and incorporated into the Secondary Plan as required.</p>	CLS	Due to the historical nature of the site, numerous site works which includes consultant studies have taken place since 2017 or prior. As such, the UWS Secondary Plan was conducted with a consolidation of the phases. CLS and the project team are and were committed to a public consultation process to inform the public and seek feedback on the proposed land uses. The rationale behind the phasing approach is documented within the Planning Justification Report and Public Consultation Summary completed by CLS.	Upper West Side Secondary Plan Rep prepared by CLS, dated November 20; Upper West Side Planning Justification Report, prepared by CLS, dated Nover 2023. Upper West Side Formal Consultation Summary, prepared by CLS, dated November 2023.
7	<p><b>Components of a Secondary Plan</b></p> <p>All Secondary Plans shall include the following components:</p> <ul style="list-style-type: none"> <li>•Description of the secondary plan area;</li> <li>•Vision;</li> <li>•Principles, Objectives and/or Goals;</li> <li>•Land Use Policies for all land use designations;</li> <li>•Urban Design Policies;</li> <li>•Cultural Heritage Policies;</li> <li>•Natural Heritage Policies;</li> <li>•Transportation Policies;</li> <li>•Infrastructure, Energy and Sustainability Policies;</li> <li>•Implementation Policies, including specific direction for land owner groups where appropriate;</li> <li>• Site Specific Policies; and,</li> <li>•Maps illustrating permitted land uses, transportation network elements, natural heritage system features, cultural heritage resources, and other details as appropriate.*</li> </ul> <p>This is not an exhaustive list of all potential components that may form part of a Secondary Plan. Other components may be included where appropriate.</p>	CLS	All applicable components have been included within the Secondary Plan Report.	Upper West Side Secondary Plan Rep prepared by CLS, dated November 20;
	<p><b>Public Engagement</b></p>			

	8	<p>Public Engagement is a critical part of a Secondary Plan process and must occur at each phase of the process. Feedback must be documented to be able to illustrate how it has been considered at each phase. Where a Secondary Plan is privately initiated, a Public Consultation Plan that meets or exceeds the consultation standards noted below shall be required as part of a detailed terms of reference.</p> <p>Information about each consultation shall be collected and documented in a feedback report, which shall form part of the final Secondary Plan report. Information included in feedback reporting should be consistent with the Council approved Public Consultation Summary and Comment Response Guidelines for Planning Act applications.</p> <p>Minimal consultation for each phase includes:          *For City-led Secondary Plan processes, one advance meeting with an internal Technical Advisory group comprised of City staff;          *For a privately initiated Secondary Plan, one advance meeting with a City staff review group;          *One meeting with a Community Liaison Group/Community Focus Group;          *One in-person Public Meeting or Workshop; and,          *One virtual Public Meeting or Workshop (virtual meetings may be combined with in-person meetings)."</p> <p>The standards above outline minimum requirements for public engagement. Nothing in this guideline is intended to restrict additional public engagement from taking place. Additional staff, stakeholder or public meetings may be beneficial as part of a Secondary Plan process. Additional methods of engagement to solicit feedback are encouraged and could include pop-up events, surveys, or other engagement methods. Social media postings and advertising are forms of communication but not considered engagement methods.</p> <p><u>Community Liaison Group/Community Focus Group</u>          The purpose of a Community Liaison Group/Community Focus Group is to act as a 'sounding board' and provide input to the project team completing a Secondary Plan at each phase prior to broader public consultation meetings.</p> <p>These groups are an important method of engagement because the knowledge and advice of local residents, stakeholders, and community leaders can lead to more informed and better decision making. A Community Liaison Group/Focus Group can assist in the identification of opportunities, issues and constraints, share knowledge of an area, review the project team's work and provide input at key milestones throughout the study, provide feedback that reflects the needs and interests of the local community and/or their represented interest group, and assist with communicating the study's progress to the larger community. A Community Liaison Group/Focus Group should be comprised of approximately 6-12 persons. Members should come from a wide range of backgrounds to represent the overall study area, and may include persons who are residents, part of the agricultural industry, business and land owners, workers, and/or representatives from local residents' associations and interest groups."</p> <p><u>Project Email</u>          A project contact email shall also be established at the commencement of the project, to receive questions and comments regarding the Secondary Plan. The project email shall be monitored on a regular basis and the project team must provide responses to inquiries in a timely manner. All comments submitted via email should be documented as part of the feedback report.</p>	CLS	<p>To achieve the public consultation requirements set out by the City, a Public Engagement Facilitator (the Monarch Park Group) was retained. The facilitator was able to provide an unbiased and third party objective to host any public consultation meetings, giving the public the opportunity to provide feedback within a safe space. While reaching out to the public, a project e-mail was circulated as required. As a result of the first Virtual Public Meeting which took place on September 12th, 2023, interested participants were engaged with to create a Community Liaison Group (CLG). The public consultant approach taken and outcomes are outlined within the completed Public Consultation Summary document.</p>	Upper West Side Formal Consultation Summary, prepared by CLS, dated November 2023
	9	<p><u>Public Notice Requirements</u>          Throughout a Secondary Plan project, a list of persons who have requested to be notified about the project shall be maintained and updated on an ongoing basis. Every phase of the Secondary Plan process shall require notification to all persons on this list by email or mail.</p> <p>The first phase of a Secondary Plan requires a higher level of notification to ensure that potential interested persons are made aware of the Secondary Plan from the beginning of the process. Notice of the first phase of public consultations must include:          *A mailed notice to all addresses within the study area for the Secondary Plan and to all addresses within 120 metres of the boundary of a study area.</p> <p>Each Phase of the Secondary Plan process (Phases 1, 2 and 3) shall require the following additional notification measures:          *A mailed or emailed notice to all parties normally notified of an Official Plan Amendment application. These may include but are not limited to Utility Companies, Railways, School boards, Conservation Authorities, Canada Post, Transport Canada, Metrolinx and the Ministry of Transportation (contact information may be provided by the City);          *A mailed or emailed notice to the Hamilton International Airport;          *A mailed or emailed notice to the Mayor and all Councillors;          *A mailed or emailed notice to any Neighbourhood Associations located in surrounding areas;          *A mailed or emailed notice to the Ontario Federation of Agriculture and the Agriculture and Rural Affairs Advisory Committee Legislative Coordinator;          *A mailed or emailed notice to the Director of Planning and Chief Planner;          *A newspaper notice in a newspaper with a City-wide distribution area; and,          *A newspaper notice in any local community newspaper whose distribution area includes all or part of the Secondary Plan study area."</p> <p><u>Indigenous Consultation</u>          Notification shall also be provided by mail or email prior to commencement of the first Phase of a Secondary Plan, to all indigenous nations which may have an interest in the project. Initial notification prior to commencement of the project shall include an offer to meet with each indigenous nation to discuss the project. Where no response to a project commencement notice is received, a follow-up email and phone call is needed to confirm whether there are any interests related to the project. Follow-ups shall be documented in the project records.</p> <p><u>Website</u>          A central website shall be created and made publicly available where information related to the project, contact information, and information about public consultation opportunities is available.</p> <p><u>Newspaper Notice Content</u>          A newspaper notice must include a brief description of the Secondary Plan study, a location map of the study area, information about planned consultation events, instructions for how the public can provide input, and project contact information.</p>	CLS	<p>The public notice requirements were followed. Residents within 240m of the subject lands received e-mailed public notice letters inviting interested participants to the meeting. All required agencies, interested Indigenous groups, City staff and Councillors were notified. In addition, public meeting advertisements were placed within the Hamilton Spectator. Please refer to the Public Consultation Summary report.</p>	Upper West Side Formal Consultation Summary, prepared by CLS, dated November 2023.
	10	<p><u>Final Report</u>          Once the Secondary Plan process has been completed, a final Secondary Plan Report shall be prepared in support of the recommended/proposed Secondary Plan.</p> <p>Where a Secondary Plan is privately initiated, this report shall be a requirement for a Complete Application for Official Plan Amendment, when the formal application is made for the proposed Secondary Plan.</p> <p>In addition to any other requirements identified through the consultation process, the report must include the following components, prepared in accordance with City of Hamilton Terms of References:          *Basic background information about the Secondary Plan area;          *A summary of the process undertaken to create the Secondary Plan, including a review of supporting studies and how they were incorporated;          *A review of applicable planning policy and how the proposed plan conforms to those policies;          *A summary of all consultations undertaken throughout the process of creating the Secondary Plan;          *A summary of public feedback received, and copies of feedback in an appendix;          *Information about how public feedback was considered at each phase and incorporated into the Plan;          *A detailed analysis and rationale for the recommended Secondary Plan. This should include growth estimates for the plan, land use information for different types of land uses, transportation network information, infrastructure information, and information about other planning priorities such as housing, urban design, natural and cultural heritage conservation, sustainability and climate change adaptation; and,          *A final draft of the proposed Official Plan Amendment to establish the Secondary Plan, including all policies, maps and schedules."</p> <p>Note:          A Secondary Plan Report is similar to a Planning Justification Report as it sets out the planning rationale for the Secondary Plan and how all of the planning considerations related to the Secondary Plan have been balanced appropriately based on good planning principles. Where a Secondary Plan is privately initiated and a Planning Justification Report is also a requirement for a complete application, a single report may be submitted to satisfy both requirements, provided it meets the guidelines for both reports."</p>	CLS	<p>A Secondary Plan application with guiding policies has been prepared along with a separate Planning Justification Report to address the requested Official Plan Amendment application.</p>	Upper West Side Secondary Plan Report prepared by CLS, dated November 2023.  Upper West Side Planning Justification Report, prepared by CLS, dated Nover 2023.
Enbridge (Kristina Popovic)	1	<p>Looking at this proposed area gas main extension into this community would be required if they wish to have gas at this development.</p> <p>Due to the large scope of this project we would like the developer/consultant to reach out to me to start dialogue and timing of the phases and what their gas needs would be.</p> <p>Not knowing the amount of homes, mixed use areas and what their gas needs would be I am unable to say if we have sufficient capacity in our system. With the amount of proposed homes indicate I would estimate that some gas main reinforcement is needed.</p> <p>Please feel free to pass along my contact information so they can reach out and we can start communication in order to ensure timing, etc.</p>	CLS/ Over Under Engineering	Noted.	
		<u>Scope</u>			

	<p>1</p> <p>An assessment of the information provided shows that there are potential conflicts with publicly owned trees or trees that may become city assets through right of way widening. Where existing municipal trees are impacted by development work, are within proximity of the development work or access/egress to the development work, a Tree Management Plan must be submitted to the Forestry and Horticulture Section c/o the Urban Forestry Health Technician.</p> <p>Where ownership of trees in proximity to the boundary between public and private land is un-certain, the subject trees must be surveyed by the applicant to confirm ownership. Ownership is as per By-law 15-125. Ownership must be clearly identified on the Tree Management Plan as either municipal or private.</p> <p>A Permit to injure or remove municipal trees is a requirement of this application. Therefore, a Tree Management Plan must be submitted to the Forestry and Horticulture Section c/o the Urban Forestry Health Technician, to address potential conflicts with publicly owned trees.</p> <p>Conditions of the Forestry and Horticulture Section will be cleared only after receipt of all applicable fees and payments.</p>	NRSI	<p>Noted. A Tree Protection Plan is included as a component of the Master EIS prepared by NRSI. In the case of private vs. public tree ownership, any permit to remove or injure a tree will be submitted during the Draft Plan of Subdivision/ Site Plan design stages.</p>	<p>Upper West Side Master Environment Assessment, prepared by NRSI Inc., d. November 2023.</p>
<p><b>Forestry (Stephan Clark)</b></p>	<p>2</p> <p><b>Tree Management</b> Tree Protection is a measure of efforts to preserve existing trees during the Planning of New Developments, Infrastructure Enhancements, Utility Upgrades &amp; Residential Improvements.</p> <p>The Forestry &amp; Horticulture Section requires that a Tree Management Plan be prepared by a MTCU Qualified Arborist, or ISA Certified Arborist, or a Registered Landscape Architect. All trees within this proposed development area must be surveyed, identified and accurately plotted on the plan to determine ownership, including intensions regarding retention or removal.</p> <p>It is compulsory that all proposed surface treatment changes within individual tree driplines as well as property lines, building footprints, driveways, utility construction corridors and temporary access roads be accurately depicted on the submission.</p> <p>The Tree Inventory Analysis Table on the Tree Management Plan shall not be considered complete without the following data and recommended action for each tree.</p> <ul style="list-style-type: none"> <li>◆ Species by Botanical and common name</li> <li>◆ Diameter at breast height in centimeters or millimeters</li> <li>◆ Ownership (&gt; 50% @ ground level = ownership)</li> <li>◆ Biological health</li> <li>◆ Structural condition</li> <li>◆ Proposed grade changes within individual driplines {compulsory}</li> <li>◆ Proposed utility construction within individual driplines {compulsory}</li> <li>◆ Proposed removals or relocations</li> <li>◆ Proposed trees to be protected"</li> </ul> <p>If it is determined and verified that existing trees can remain, a Tree Protection Zone Detail with notes showing Tree Preservation Techniques shall be included on the submission as per the Public Tree Preservation and Sustainability Policy.</p> <p>The determination of ownership of all trees is the responsibility of the applicant and any civil issues which may exist or arise between property owners with respect to trees, must be resolved by the applicant. The ownership of each individual tree inventoried must be clearly stated as municipal or private.</p> <p>All Healthy trees on municipal property which are found to be in conflict with this proposed development and do not meet our criteria for removal are subject to a replacement fee as outlined in the Public Tree Preservation and Sustainability Policy in conjunction with By-Law 15-125.</p>	NRSI	<p>Noted. Please refer to the Master EIS Report.</p>	<p>Upper West Side Master Environment Assessment, prepared by NRSI Inc., d. November 2023.</p>
	<p>3</p> <p><b>Subdivision Agreement</b> In accordance with the New Developments Tree Planting Policy, the city of Hamilton collects cash in lieu of Trees for residential subdivisions; the Forestry &amp; Horticulture Section will provide clearance of a Street Tree Planting condition upon receipt of documents supporting number of street trees and a cash payment as shown in subsection; Street Trees, within the Subdivision Agreement. The remittance is to be made payable directly to the Forestry &amp; Horticulture Section.</p> <p>The City of Hamilton's Public Tree Preservation and Sustainability Policy in conjunction with the Tree By-Law 15-125 requires new developments to provide payment of \$695.79 plus HST per tree for road allowance street trees. All street tree plantings shall be planted by the City of Hamilton.</p> <p>Street tree requirements for all future site plan blocks identified within the subdivision will be addressed at site plan stage.</p> <p>Street trees are required within the right of way along all parks, open spaces and swm ponds at 10m spacing. A site plan showing these blocks and the linear frontage are required to be shown to identify cash in lieu for street trees.</p> <p>Forestry's mission to increase urban canopy through new development encourages any opportunity for planting locations.</p>	NRSI	<p>Noted. Please refer to the Master EIS Report.</p>	<p>Upper West Side Master Environment Assessment, prepared by NRSI Inc., d. November 2023.</p>
	<p>4</p> <p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• A Permit to injure or remove municipal trees is a requirement of this application. Therefore, a Tree Management Plan must be submitted to the Forestry and Horticulture Section c/o the Urban Forestry Health Technician, to address potential conflicts with publicly owned trees.</li> <li>• A permit will be issued upon approval of the Tree Management Plan and applicable fees.</li> <li>• Documents supporting number of street trees and a cash payment as shown in subsection; Street Trees, within the Subdivision Agreement are required.</li> <li>• The City of Hamilton's Public Tree Preservation and Sustainability Policy in conjunction with the Tree By-Law 15-125 requires new developments to provide payment of \$695.79 plus HST per tree for road allowance street trees. All street tree plantings shall be planted by the City of Hamilton.</li> </ul>	NRSI	<p>Noted.</p>	
<p><b>HSR (Andy McLaughlin)</b></p>	<p>1</p> <p>HSR's Rail Ready transit network enhancement plan currently provides for an extension of fixed route transit service along Garth Street, from Rymal Road to either Collector Road C or Dickenson Road. High Density/Mixed Use land uses can be transit supportive when they are situated immediately adjacent to transit service, or within a 400m (5 minute walk) of transit service. To ensure future transit accessibility, all roads should incorporate sidewalk installation during the initial phase of road construction.</p> <p>The Rail Ready plan will be the subject of stakeholder consultation in Q2 and Q3, 2023. A Transit Growth Plan will be presented to Council, along with recommendations for operating and capital cost funding, in 2024.</p>	RJB	<p>Noted. Thank you.</p>	<p>Upper West Side Transportation Master Plan, prepared by R.J. Burnside &amp; Associates, dated November 2023.</p>
	<p>1</p> <p>Portions of the proposed residential neighbourhood are designated "Employment Area – Airport Employment Growth District" in the UHOP and are within a provincially significant employment zone. Conversion of the employment area lands to non-employment uses may be considered through a comprehensive review where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for a conversion. The request to convert the Employment Areas shown on the proposed Secondary Plan concept was considered through the City's Municipal Comprehensive Review and was not approved.</p>		<p>Noted. The employment conversion lands have been addressed through the completion of the Land Needs Assessment for future planning considerations to establish a complete community. Further discussion with City staff is necessary to confirm assumptions as well as discuss applicability of Land Needs Assessment materials prepared in support MCR/GRIDS 2 for the purpose of the UWS Secondary Plan.</p>	<p>Upper West Side Land Needs Assessment, prepared by MGP City, d. November 2023.</p>
	<p>2</p> <p>On November 4, 2022, the Ministry of Municipal Affairs and Housing approved OPA No. 167 which included the expansion of the urban boundary to portions of the subject lands that are shown as "Urban Expansion Area – Neighbourhoods" and "Urban Expansion Area – Employment" on all Schedules of the UHOP.</p> <p>As per Policy A.2.4 of the UHOP, the expansion of the urban boundary is to accommodate growth to 2051 and development of Urban Expansion Areas shall not proceed until detailed secondary planning has been completed and incorporated into the UHOP. An Official Plan Amendment application is required for a privately initiated secondary plan to be considered by the City for approval.</p>		<p>As per the submitted OPA, secondary plan materials have been prepared to receive the required approval.</p>	<p>Upper West Side Secondary Plan Report prepared by CLS, dated November 2023.</p>

**Planning Division  
Sustainable  
Communities  
(Mark Kehler)**

3	<p>As per Policy F.1.2.3 of the UHOP, any privately initiated secondary plan shall require a Terms of Reference that is approved by the City prior to the commencement of the Plan. Policy F.1.2.4 requires that secondary plans generally include the following:</p> <p>"a) a statement of the basis or rationale for the preparation of the secondary plan and rationale for varying or supplementing the Volume 1 policies and designations;</p> <p>b) a description of the secondary plan area, including a reference map, the role and relationship of the planning district and/or area under study to the City as a whole;</p> <p>c) a statement of the desired land use of the area along with relevant and related environmental, social and economic goals;</p> <p>d) the goals and objectives appropriate for the area including a statement demonstrating how they are in keeping with the strategic directions and general goals of this Plan and provincial legislation, policies and appropriate guidelines;</p> <p>e) new designations and policies for the secondary plan area that amend or detail those policies and designations found in Volume 1; and,</p> <p>f) cultural heritage resources shall be identified, evaluated and conserved. This identification and protection of cultural heritage resources may be accomplished through the preparation and inclusion of a cultural heritage conservation plan statement within the secondary planning or neighbourhood planning process."</p> <p>For areas characterized by vacant or underutilized land, secondary planning shall ensure the appropriate and orderly use of land, co-ordinate development with City-wide infrastructure strategies and ensure the efficient provision of infrastructure (Policy F.1.2.1 a)).</p>
4	<p>Planning Division staff have developed interim draft guidelines for preparing secondary plans for the Urban Expansion Areas, including privately initiated secondary plans (see the attached Draft Guidelines). To ensure a consistent approach to secondary planning for the Urban Expansion Areas, the guidelines provide detailed direction on phasing, secondary plan components, public engagement and final reporting. The guidelines reflect best practice for the preparation of secondary plans in the City of Hamilton and were adopted by Council in March 2023. A Final Secondary Plan Report in accordance with an approved Terms of Reference is required as part of a complete Official Plan Amendment application.</p> <p>The following reports / studies are also required as part of a complete Official Plan Amendment application and may be incorporated in the Final Secondary Plan Report:</p> <ul style="list-style-type: none"> <li>• Planning Justification Report;</li> <li>• Public Consultation Summary and Comment Response Report; and,</li> <li>• <b>Draft Official Plan Amendment."</b></li> </ul>
5	<p>The Draft Secondary Plan Guidelines for Urban Expansion Areas include minimum Public Engagement requirements to occur at each phase of the Secondary Planning process, including:</p> <ul style="list-style-type: none"> <li>• One meeting with a City staff review group;</li> <li>• One meeting with a Community Liaison Group / Community Focus Group;</li> <li>• On in-person Public Meeting or Workshop; and,</li> <li>• One virtual Public Meeting or Workshop.</li> </ul> <p>Information about each consultation shall be collected and documented in a feedback report consistent with the Council approved Public Consultation Summary and Comment Response Guidelines for Planning Act applications.</p>
6	<p>Council has endorsed a City-led approach to secondary planning for the Urban Expansion Areas with input from area landowners. Should the applicant proceed with a privately initiated secondary plan, staff strongly encourage coordinating with all land owners within the secondary plan area to avoid multiple privately initiated secondary plans being submitted by separate landowner groups.</p>
7	<p>The growth estimates for the proposed secondary plan shall be informed by the minimum greenfield density target to be established for the entire greenfield area in the City of Hamilton through a future amendment to the UHOP (Policy A.2.3.4.2). The City is working to establish the minimum greenfield density target as part of the Municipal Comprehensive Review (MCR). Until the minimum greenfield density is established through the MCR, greenfield areas shall be planned to achieve a minimum density of 70 persons and jobs per hectare (Policy A.2.3.4.3).</p>
8	<p>As part of the MCR, master planning for infrastructure must be undertaken. The master planning process relies on City-wide growth allocations of people, dwelling units, and jobs that need to be updated to reflect the Provincial decision to amend the urban boundary. Planning staff are currently completing these updates which will influence phasing and timing of infrastructure necessary to service growth areas.</p>
9	<p>The proposed secondary plan shall be informed by the Ten Directions to Guide Development endorsed by Council to evaluate decisions related to urban growth and development (Policy A.2.1) and any future policy framework for the Urban Expansion Areas.</p>
10	<p>Secondary planning for the Twenty Road West area shall implement a vision and policy objectives that align with current municipal and provincial Policy direction and best practices related to neighbourhood design. Therefore, establishing a new secondary plan rather than amending the older North West Glanbrook Secondary Plan may be the preferred approach.</p>
11	<p>The development of a new urban neighbourhood in the Twenty Road West area shall achieve the policy goals of the Neighbourhoods designation in the UHOP (Section E.3.1), including to develop a compact, mixed use, transit supportive and active transportation friendly neighbourhood that functions as part of a complete community.</p>
12	<p>Section E.3.7 of the UHOP provides guidance on residential greenfield design which shall be considered in the preparation of the secondary plan. New greenfield communities shall include a focal point and be designed with a unique and cohesive character. The configuration of streets, trails and open spaces within greenfield areas shall provide for clear and convenient connections for pedestrians, cyclists and vehicles.</p>
13	<p>Section B.3.5.3 of the UHOP includes policies for determining parkland needs, including standards for the provision of Neighbourhood and Community Parks (Table 3.5.3.1 – Parkland Standards) which shall be incorporated in the proposed secondary plan.</p>
14	<p>The portions of the subject lands identified as "Urban Expansion Area – Employment" should be planned for employment uses. Staff recommend adding these lands to the Airport Employment District Secondary Plan.</p>
15	<p>To ensure the long-term viability of the Airport Employment Growth District as an employment area, the proposed neighbourhood areas shall be planned to minimize and / or mitigate any potential impacts on industrial, manufacturing or other employment uses through the establishment of appropriate separation distances and / or transitional land uses.</p>
16	<p>Section B.3.7 of the UHOP provides direction on energy efficiency and environmental design to be applied to new development. An Energy and Environmental Assessment Report is required to inform secondary plan policies that promote energy efficiency and environmental design within the secondary plan area.</p>
17	<p>Portions of the subject lands are located at or above the 25 NEF contour and a Detailed Noise Study addressing noise from the John C. Munro Hamilton International Airport is therefore required. The noise study shall also consider traffic noise sources from arterial roads and any stationary noise sources that have the potential to impact noise sensitive uses within the secondary plan area.</p> <p>The proposed concept shows residential uses above the 28 NEF Contour which are prohibited in the UHOP.</p>
18	<p>A Financial Impact Analysis (FIA) is required to estimate growth-related financial impacts of the proposed new urban neighbourhood on the finances of the City and to estimate the cost and timing of municipal capital infrastructure required to service the secondary plan area. The FIA may also be required to include an evaluation of the ecological value of the site both pre and post development.</p>

CLS

<p>A Terms of Reference document was submitted on August 3rd, 2023 and submitted to the City for consideration. City comments were received in October 2023 which has been incorporated within the UWS Secondary Plan supporting materials.</p>	<p>Upper West Side Terms of Reference Report, prepared by CLS, dated July 3 2023.</p>
<p>The required documents have been submitted with the Official Plan Amendment application. The Draft Official Plan Amendment is included within the Planning Justification Report.</p>	<p>Upper West Side Secondary Plan Report prepared by CLS, dated November 20; Upper West Side Planning Justification Report, prepared by CLS, dated Nover 2023.</p>
<p>Please refer to the submitted Public Consultation Summary outlining the public consultation process that took place for this application.</p>	<p>Upper West Side Formal Consultation Summary, prepared by CLS, dated November 2023.</p>
<p>CLS, the project manager, coordination with all landowners has and is continuing to occur. Input for landowners of the UWS Secondary Plan received through the public consultation events has been incorporated to ensure a comprehensively planned land use plan and secondary plan materials.</p>	
<p>Prior to the Minister's decision on OPA N.167, the City's greenfield density target was 70 people and jobs per hectare. Although this was applicable prior to the UWS Secondary Plan lands being added into the urban boundary, it is currently being assessed by City staff. In light of this, the UWS Secondary Plan has been prepared to achieve at minimum a density target of 70 people and jobs per hectare.</p>	<p>Upper West Side Secondary Plan Report prepared by CLS, dated November 20; Upper West Side Planning Justification Report, prepared by CLS, dated Nover 2023.</p>
<p>Noted.</p>	
<p>Ten Foundation Directions have been incorporated where applicable within planning related documents.</p>	
<p>Noted - Upper West Side Secondary Plan materials have been submitted as a new proposed Secondary Plan area.</p>	
<p>Within the Secondary Plan report and PJR, these policies and goals are achieved.</p>	
<p>Within the Secondary Plan report and PJR, these policies and goals are achieved.</p>	
<p>These policies have been included within the secondary plan as well as the Community Infrastructure Assessment report.</p>	<p>Upper West Side Secondary Plan Report prepared by CLS, dated November 20; Upper West Side Community Infrastruc Report, prepared by CLS, dated Nover 2023.</p>
<p>Please refer to the submitted Planning Justification Report. These lands are proposed to be used for residential land uses within the UWS Secondary Plan on the basis that they are not within the PSEZ and can be considered for conversion outside of an MCR. Their use for residential is more appropriate, given the abutting residential found to the north of Twenty Road West.</p>	
<p>The proposed infill residential uses and enhanced NHS corridor will act as a buffer from the existing employment and future employment uses within the block area. The UWS Secondary Plan report has incorporated provisions which are aimed at ensure the protection of the AEGD employment area while allowing a transition from the existing residential areas found on the north side of Twenty Road West.</p>	
<p>An Energy and Environmental Assessment report has been completed involving the consultant team to appropriately address the UHOP and incorporate the City's Ten Foundation Directions to promote and include sustainable policies.</p>	<p>Upper West Side Energy and Environmental Assessment report, prepared by CLS, NAK, Urbantech, RJ and Ecovert, dated November 2023.</p>
<p>To address the noise contour concerns, a Noise Impact Study has been completed.</p>	<p>Noise Impact Study, prepared by Aeroacoustics Engineering, dated Octobe 30th, 2023.</p>
<p>An FIA report has been prepared accordingly.</p>	<p>Upper West Side Financial Impact Assessment, prepared by MGP City, d; November 2023.</p>

	19	A Commercial Needs & Impact Assessment is required to determine if existing lands designated commercial are sufficient to support the proposed neighbourhood and to determine the amount of local commercial uses that should be accommodated within the secondary plan area.		Understood. A Commercial Needs & Impact Assessment report has been completed and prepared to address the proposed commercial land uses within the secondary plan area.	Upper West Side Commercial Needs a Impact Assessment, prepared by Warc Land Economics Inc., dated November 2023.
	20	A Housing Report is required to demonstrate how the proposed urban neighbourhood will contribute to meeting the housing policies and targets in the UHOP and to document anticipated tenure, unit types, unit sizes and unit affordability within the secondary plan area. The Housing Report may be incorporated in the Final Secondary Plan Report.		Applicable housing policies have been included within the secondary plan report. A Housing Needs Assessment report has also been prepared in accordance with the UHOP.	Upper West Side Housing Needs Assessment Report, prepared by CLS, dated November 2023.
	21	Peer reviews of submitted studies / reports may be required at the discretion of planning staff. All peer reviews shall be at the expense of the applicant and a financial agreement may be required to secure necessary funds.		Noted.	
	22	Summary of Planning Division, Sustainable Communities section application requirements:  <ul style="list-style-type: none"> <li>• Terms of Reference (to be approved by the City prior to commencement of the secondary plan)</li> <li>• Official Plan Amendment application and required fees (a revised fee will be established for Official Plan Amendments related to privately initiated Secondary Plans in the Urban Expansion Areas)</li> <li>• Final Secondary Plan Report</li> <li>• Planning Justification Report</li> <li>• Public Consultation Summary and Comment Response Report</li> <li>• Draft Official Plan Amendment</li> <li>• Energy and Environmental Assessment Report</li> <li>• Detailed Noise Study</li> <li>• Financial Impact Analysis</li> <li>• Commercial Needs &amp; Impact Assessment</li> <li>• Housing Report</li> </ul>		Noted.	
<b>Transport Canada (Ovais Mateen)</b>	1	The proposal is on the lands subjected to John C. Munro Hamilton International Airport Zoning Regulations (AZR). The proposal must comply with the heights identified in the AZR.  The applicant must also submit an Aeronautical Assessment Form (AAF) to Transport Canada ensuring compliance to the AZR.	CLS	Noted. The proposed heights do not exceed the AZR regulations. In addition, the policies proposed within the secondary plan have been prepared to ensure that no contravention to the ARZ's can occur and would be further restricted through anticipated conditions within future draft plans.	
	1	<b>General Information</b> The Secondary Plan shall apply appropriate access management strategies such as removing or limiting direct access to the Secondary Plan arterial roads (e.g. arterial fronting condo blocks).		Noted.	
	2	The Secondary Plan shall be designed to minimize walking distances to destinations through centralized placement of non-residential land uses such as shopping, schools and institutions.		Noted.	
	3	The Secondary Plan shall be planned with the Garth Street Extension as the main north-south (minor) arterial roadway between Twenty Road and Dickenson Road to facilitate travel to and from the development area.		Noted.	
	4	All Secondary Plan streets shall follow, as best as possible, the layout outlined in the approved Airport Employment Growth District (AEGD) Transportation Master Plan (TMP). This includes the general matching of quantity and classification of roads in the AEGD TMP.  It shall be noted that the AEGD TMP is currently undergoing transportation network (vehicular, pedestrian and cyclist features) updates and revisions. Additional information can be found at <a href="https://engage.hamilton.ca/aegd-tmp">https://engage.hamilton.ca/aegd-tmp</a> .		Updated AEGD TMP materials released November 2023. Recommendations within the Transportation Study have been made with the Integrated EA for the Garth St extension in mind as well as the overall transportation network.	Upper West Transportation Master Stu prepared by R.J. Burnside & Associate dated November 2023.
	5	The alignment of the Garth Street Extension shall follow, as best as possible, the layout outlined in the AEGD TMP.		Noted - Garth St extension is based off of the AEGD TMP as closely possible.	Upper West Side Transportation Maste Study, prepared by R.J. Burnside & Associates, dated November 2023.
	6	Complete Streets principles shall be incorporated into the Secondary Plan design, specifically:  <ul style="list-style-type: none"> <li>• Provide a "Main Street", with an emphasis on streetscaping and placemaking, near the centre of the development to create an identity for the Secondary Plan area;</li> <li>• Provide the target values for the pedestrian zone dimensions (buffer zone, street tree/furniture zone, walkway zone and frontage zone);</li> <li>• Provide cycling facilities that: accommodate all ages and abilities, are connected to existing/future network and provide a direct route; and make cycling attractive; and</li> <li>• Consideration should be given to placement of transit stop/station areas that can accommodate multi-modal travel and that make transit an attractive and convenient option.</li> </ul>		Noted - information has been provided within the completed Transportation Study by R.J. Burnside & Associates. Also, "Main Street" elements along the garth corridor have been included within the Urban Design & Architectural Guidelines document prepared by NAK Design.	Urban Design & Architectural Guideline prepared by NAK Design, dated Nover 2023.
	7	All roads within the Secondary Plan area should be designed to:  <ul style="list-style-type: none"> <li>• Prioritize safety;</li> <li>• Accommodate multi-modal travel;</li> <li>• Reduce/control vehicle speed; and</li> <li>• Incorporate curbside management design principles</li> </ul>		Agreed, Please refer to completed Transportation Study.	Upper West Side Transportation Maste Study, prepared by R.J. Burnside & Associates, dated November 2023.
	8	As per the City of Hamilton's "Installation of Modern Roundabouts Policy, 2008", if new signals are being considered for an intersection, the potential for a roundabout must also be examined. Generally, roundabouts are used to connect collectors and/or arterial roads; however, in some instances they can be used at the junction of a local road with a collector or arterial road.  All designs for proposed roundabout shall be in compliance with the National Cooperative Highway Research Program (NCHRP) Report 672 – Roundabouts: An Informational Guide.		Roundabouts are not proposed within the secondary plan area. The connection between the Garth St extension and the main east to west collector road will be signalized.	Upper West Side Transportation Maste Study, prepared by R.J. Burnside & Associates, dated November 2023.
		<b>The overall Secondary Plan shall conform to Official Plan Policies with respect to transportation, specifically:</b> Chapter B – Communities, Section 3.3 Urban Design Principles <ul style="list-style-type: none"> <li>• 3.3.1.3: create pedestrian oriented places that are safe, accessible, connected, and easy to navigate for people of all disabilities;</li> <li>• 3.3.1.4: create communities that are transit-supportive and promote active transportation;</li> <li>• 3.3.2.5 a): connecting buildings and spaces through an efficient, intuitive, and safe network of streets, roads, alleys, lanes, sidewalks, pathways and trails;</li> <li>• 3.3.2.5 d): integrating conveniently located public transit and cycling infrastructure with existing and new development;</li> <li>• 3.3.2.5 g): designing streets and promoting development that provides real and perceived safety for all users of the road network;</li> <li>• 3.3.2.9 a): creating high quality, safe streetscapes, parks, and open spaces that encourage social interaction, physical activity and active transportation; and</li> <li>• 3.3.2.9 c): encouraging development of complete and compact communities or neighbourhoods that contain a variety of land uses, transportation, recreational, and opens space uses</li> </ul> Chapter C – City Wide Systems and Designation, Section 4.2 Integrated Transportation Network <ul style="list-style-type: none"> <li>• 4.2.6: Public transit shall be an integral component of planning for new development and redevelopment of residential uses and all new commercial, employment, institutional and mixed use centres within the urban areas of the City. Accordingly, new secondary plans shall include provisions for safe, convenient, accessible and direct access to the public transit network via active transportation;</li> <li>• 4.2.10: New secondary plans and designs for major trip generators shall incorporate the following design directions: a) Establishment of a continuous grid road network as the preferred street layout to allow pedestrians, cyclists, transit vehicles, automobiles and goods and services vehicles to move efficiently through communities; b) Efficient spacing of arterial and collector roads within the grid network; c) Organization of land uses in a manner that reduces automobile dependence and improves modal choice and the movement of goods; d) Placement of higher density land uses near existing and planned transit stop/station locations; e) Establish rights-of-way that support complete streets and supporting place-making opportunities within communities; f) Complete street designs and layout which reduces and minimizes the need for future traffic calming and/or unnecessary traffic control devices; and g) All other applicable design guidelines and design policies of Volume 1, including Section B.3.3 – Urban Design Policies and Chapter E – Urban Systems and Designations.</li> <li>• 4.2.12: Direct access to transit facilities shall be provided via multi-use paths, trails, bicycle lanes, sidewalks and walkways from the interior block areas of neighbourhoods.</li> </ul>	RJB/ NAK	The Urban Design Principles applicable to the secondary plan for integration transportation and urban design are addressed within the Urban Design & Architectural Guidelines document.	Urban Design & Architectural Guideline prepared by NAK Design, dated Nover 2023.
	9	Chapter C – City Wide Systems and Designation, Section 4.5 Road Network Functional Classification <ul style="list-style-type: none"> <li>• 4.5.2 d): Minor arterial roads, subject to the following policies: i. Land accesses shall be permitted with some controls; ii. The basic maximum right-of-way widths for minor arterial roads shall be 36.576 metres unless otherwise specifically described in Schedule C-2 – Future Right-of-Way Dedications and/or the AEGD TMP; and iii. Minor arterial roads shall generally be organized in a grid pattern with collectors, major and minor arterials, parkways and provincial highways.</li> <li>• 4.5.2 e): Collector roads, subject to the following policies: i. The basic maximum right-of-way widths for collector roads shall be 30.480 metres in designated Employment Areas and 26.213 metres in all other areas, unless specifically described otherwise in Schedule C-2 Future Right-of-Way Dedications; ii. Collector roads in the urban area shall generally be organized in a grid-network and connect to minor arterial roads and major arterial roads; and iii. Horizontal traffic calming features such as curb extensions, median islands, and roundabouts shall be permitted where appropriate subject to meeting City Traffic Calming warrants, except in designated Employment Areas.</li> <li>• 4.5.2 f): Local roads, subject to the following policies: i. The basic maximum right-of-way widths for local roads shall be 26.213 metres in designated Employment Areas and 20.117 metres in all other areas, unless specifically described otherwise in Schedule C-2 Future Right-of-Way Dedications; ii. Sidewalks shall be provided on both sides of the street; and iii. Horizontal and vertical traffic calming measures, including speed humps, may be implemented where appropriate subject to meeting City Traffic Calming warrants, except in designated Employment Areas.</li> </ul>		Applicable policies are included within the completed Transportation Study.	Upper West Side Transportation Maste Study, prepared by R.J. Burnside & Associates, dated November 2023.
				Based on the UHOP and AEGD TMP, the road network classification has been refined and justified to accommodate right-of-ways, street connections and the inclusion of city traffic calming measures. Please refer to the completed Traffic Study.	Upper West Side Transportation Maste Study, prepared by R.J. Burnside & Associates, dated November 2023.

**Transportation Planning  
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	<p>Access Management</p> <ul style="list-style-type: none"> <li>4.5.8: The efficiency, safety and traffic carrying capacity of parkways, major arterial and minor arterial roadways shall be protected by minimising the number and spacing of intersecting streets and access points;</li> <li>4.5.8.1: To the extent feasible, the intersection of a new collector road with an arterial road shall provide sufficient separation from the nearest major intersection to allow for the efficient operation of traffic control devices; and</li> <li>4.5.8.3: Private access to arterial and collector roads shall be designed to minimize the number of driveways and to consolidate driveways for adjacent sites where possible.</li> </ul>		Noted - please refer to the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
10	<p><b>Transportation Master Plan – Required</b></p> <p>A Transportation Master Plan is to be submitted to the City of Hamilton Transportation Planning staff in order to review the traffic impacts of the proposed Secondary Plan. The Master Plan will satisfy the transportation impact study requirement of the City of Hamilton Official Plan policy C.4.5.12. The Master Plan shall be required to:</p> <ul style="list-style-type: none"> <li>identify truck routes to/through the area and consider the sensitive land uses and location;</li> <li>include analyses that reflect the future Upper James Street widening, as appropriate. Transportation Planning will provide details on the assumptions to be in the Master Plan; and</li> <li>provide a road phasing plan that outlines the timing of road implementation to ensure adequate access is provided to the Secondary Plan area as development proceeds.</li> </ul>		Agreed - in accordance with the project team and applicable UHOP and AEGD TMP policies, a Master Transportation Study has been prepared for the Upper West Side Secondary Plan study area.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
11	<p>A macro transportation model may be required to be developed to assess the changes in travel patterns attributed to the build-out of the Secondary Plan area due to the provision of new road connections or road improvements/upgrades. Transportation Planning will work with the Applicant to determine the model requirements and assumptions.</p>		Further information is required from the City to develop a macro transportation model.	
12	<p>As per the City of Hamilton's "Installation of Modern Roundabouts Policy, 2008", if new signals are being considered for an intersection, the potential for a roundabout must also be examined.</p> <p>The need for a roundabout at the future intersection of Garth Street and Dickenson Road is currently being assessed through the ongoing Dickenson Road Environmental Assessment. Notwithstanding, the Secondary Plan TMP should assess the need for a roundabout and the required design at this location. The Secondary Plan should ensure adequate right-of-way will be provided to accommodate the required design.</p>		Roundabouts have been explored within the Garth St Integrated EA. For the Secondary Plan area, the proposed road network has been provided to include adequate right-of-way accommodations. Comments and discussions are welcomed to further discuss roundabouts proposed within the Dickenson Road EA.	
13	<p>As per the City of Hamilton's "Installation of Modern Roundabouts Policy, 2008", Modern roundabouts will be installed wherever possible, when a study confirms they are feasible, appropriate and advantageous in terms of traffic flow, traffic safety, community design functions or environmental considerations, under the following conditions:</p> <ul style="list-style-type: none"> <li>Capacity or safety problems have been identified at existing intersections necessitating substantial improvements;</li> <li>Traffic signals or all-way stops are warranted or expected to be warranted in the near future at existing or proposed intersections;</li> <li>As part of larger capital projects, suitable intersections are identified as potential sites; and</li> <li>When, through planning approvals, new intersections are to be created."</li> </ul> <p>Initial screening for Roundabouts should consider:</p> <ul style="list-style-type: none"> <li>Right-of-way;</li> <li>Intersection geometry;</li> <li>Safety;</li> <li>Delays or queues;</li> <li>Traffic flows;</li> <li>Nearby structures or traffic control;</li> <li>Nearby driveways;</li> <li>Land use context</li> <li>Traffic calming</li> <li>Vulnerable road users; and</li> <li>Technical constraints</li> </ul> <p>All designs for proposed roundabout shall be in compliance with the National Cooperative Highway Research Program (NCHRP) Report 672 – Roundabouts: An Informational Guide."</p>	RJB		
14	<p>The Transportation Consultant is to provide a proposed scope for review and approval by Transportation Planning prior to commencement of the study.</p> <ul style="list-style-type: none"> <li>* Supporting analysis files (e.g. Synchro, Rodel, etc.) are required to be submitted with the Master Plan. Any delays in receiving these files may impact the Transportation Planning review timeline.</li> <li>All email correspondence is to include the City development application number and municipal address(es);</li> <li>The Transportation Consultant is to contact the planner on file to obtain the approved developments in the study area, for use in the background traffic estimates;</li> <li>The Transportation Consultant is permitted to use other TIS reports for background development information. They are to calculate their own trip generation and use no other data from the reports;</li> <li>The City may have useable traffic volume counts for purchase. The Transportation Consultant is to contact trafficops@hamilton.ca;</li> <li>Any analysis within the TIS must use existing signal timings. Optimized signal timings are permissible only when existing timing analysis is also provided in the review. The Transportation Consultant is to contact trafficops@hamilton.ca for information on existing traffic signal timing plans; and</li> <li>The study is to follow the City's Traffic Impact Study Guidelines which can be found at: <a href="https://www.hamilton.ca/sites/default/">https://www.hamilton.ca/sites/default/</a>"</li> </ul>		A Terms of Reference was submitted to the City following the suggested proposed scope. Also, an Intersection analysis using Synchro has been included within the completed Transportation Study.	
15	<p><b>Pedestrian Route and Sidewalk Analysis – Required</b></p> <p>A Pedestrian Route and Sidewalk Analysis is to be submitted to the satisfaction and approval of the Manager, Transportation Planning. The Analysis is required to demonstrate the walkability and accessibility of the Secondary Plan area and to ensure it complies with current policies:</p> <ul style="list-style-type: none"> <li>The Analysis shall identify the proposed school access routes, including connections to the existing residential neighbourhoods. All routes shall prioritize pedestrian and roadway safety and shall conform to Complete Streets design principles;</li> <li>All sidewalks and pathways shall provide direct, shortest route connections to future transit service within the Secondary Plan area and surrounding roadways; and</li> <li>The Transportation Consultant is to conduct a pre-study consultation with Transportation Planning to establish the Pedestrian Route and Sidewalk Analysis terms of reference.</li> </ul>	RJB	A Pedestrian Route Sidewalk Analysis has been included within the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
16	<p><b>Cycling Route Analysis – Required</b></p> <p>A Cycling Route Analysis is to be submitted to the satisfaction and approval of the Manager, Transportation Planning. The Analysis will help ensure the development promotes and facilitates cycling as an alternative mode of transportation to and from the various land uses within the site and surrounding area, potentially resulting in a reduction in auto trip and shift to more sustainable modes of transportation:</p> <ul style="list-style-type: none"> <li>The analysis should identify the proposed facilities and how they will connect to existing and planned cycling network; and</li> <li>The Transportation Consultant is to conduct a pre-study consultation with Transportation Planning to establish the Cycling Route Analysis terms of reference.</li> </ul>	RJB	A Cycling Route Analysis has been included within the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
17	<p><b>Transit Assessment – Required</b></p> <p>A Transit Assessment is to be submitted to the satisfaction and approval of the Manager, Transportation Planning. The Assessment will help ensure the development promotes and facilitates transit as an alternative mode of transportation to and from the site, potentially resulting in a reduction in auto trip and shift to more sustainable modes of transportation:</p> <ul style="list-style-type: none"> <li>The Assessment shall identify the proposed routing through the Secondary Plan area. In addition to serving the residential lands, the proposed routing shall consider the location and service needs of the commercial, institutional and recreational lands;</li> <li>The proposed routes shall provide direct connections to existing and future transit services within the surrounding area; and</li> <li>The Transportation Consultant is to conduct a pre-study consultation with Transportation Planning to establish the Transit Assessment terms of reference.</li> </ul>	RJB	A Transit Assessment section is included within the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
18	<p><b>Traffic Calming – Information Only</b></p> <p>The Secondary Plan shall adhere to Comprehensive Development Guidelines and Financial Policies Manual to "incorporate traffic calming methods in the design of roadways" on local and minor collector roads.</p>		Traffic calming measures will be provided with further detail at the Draft Plan of Subdivision design stages.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
19	<p>The traffic calming measures shall be integral to the roadway/transportation system design and shall consider all forms of traffic calming including, but not limited:</p> <ul style="list-style-type: none"> <li>Raised intersections;</li> <li>Curb extensions;</li> <li>Reduced corner (effective) radii;</li> <li>Chicanes, etc.</li> </ul>	RJB		
20	<p>The Applicant is to reference the Transportation Association of Canada (TAC) Canadian Guide to Traffic Calming for assistance in selecting the appropriate forms of traffic calming for the Secondary Plan area.</p>			
21	<p>All proposed traffic calming measures are to be identified and recommended within the Secondary Plan Transportation Master Plan.</p>			
22	<p><b>Transit Oriented Design – Required</b></p> <p>Greenfield areas, such as new undeveloped areas, have the opportunity to be planned, designed, and developed according to TOD principles from the start. Applying TOD principles early in the planning process and development of greenfield areas can help transit service become established sooner, as these areas can develop around it.</p>		Transit Oriented Development guidelines are included within the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
23	<p>The Urban Hamilton Official Plan embraces creating compact complete communities with the integration of land use and transportation, which can contribute to better overall quality of life, less automobile dependency, and promote transit-oriented development. For sites located in proximity to current or future transit service, providing a complete and connected pedestrian realm will improve access to transit. The following Transit Oriented Design (TOD) measures are recommended:</p> <ul style="list-style-type: none"> <li>Sidewalks and pedestrian pathways should be a minimum width of between 1.8 and 2.5 meters, and up to 4.5 metres, if possible, in high traffic areas;</li> <li>A grid-like street and/or private roadway pattern is encouraged as it promotes walking and cycling as well as facilitating easy access to buildings; and</li> <li>For larger sites, design for interconnectivity by providing connections between travel modes to promote walkability.</li> </ul>	RJB		
	<p><b>Infrastructure Improvements – To be Determined Based on TIS</b></p>			

	24	The Applicant will be responsible for any road improvements that are identified in association with their development (left-turn lanes, right-turn lanes, centre median, etc.), all at their cost. The required improvements will be identified through the Transportation Master Plan, to be submitted to the satisfaction and approval of the Manager, Transportation Planning.			Required infrastructure improvements are included within the completed Transportation Study. A cost sharing agreement between the landowners would include the cost of infrastructure upgrades.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
	25	Any design, road work and modifications to the related municipal infrastructure will be fully at the expense of the Applicant. The Applicant is advised that should any modifications be required to the traffic signals and/or pavement markings and/or signage because of this development, they must be completed by a qualified traffic signal/pavement markings design consultant and fully at the expense of the Applicant. The City will review and approve the engineering design and provide the final design detail requirements. It is the Applicant's responsibility to contact trafficops@hamilton.ca for information regarding the City's design standards and drawing format. The email subject line is to be 555 Glancaster Road and 9285, 9445, 9511, 9625 and 9751 Twenty Road West - FC-23-049 (Ward 11) Traffic Signal/Pavement Markings.	RJB			
	26	Any costs for traffic sign or utility relocation are the sole responsibility of the Owner/Applicant. It is the Applicant's responsibility to coordinate with the appropriate departments ahead of time.				
	27	<b>Right-of-Way Dedications – Required</b> As per the Council Approved Urban Official Plan: Schedule C-2 – Future Right-of-Way Dedications, the following street-specific Right-of-Way widths apply to this site:  <ul style="list-style-type: none"> <li>Upper James Street is to be 45.720 metres. The existing right-of-way on Upper James Street at the subject property varies between approximately 38 and 45.91 metres. Approximately 4 metres are to be dedicated to the right-of-way on Upper James Street.</li> <li>Dickenson Road West is to be 45 metres as per ongoing updates to the AEGD TMP. The existing right-of-way on Dickenson Road West at the subject property is approximately 20 metres. Approximately 12.5 metres are to be dedicated to the right-of-way on Dickenson Road West.</li> <li>Twenty Road West is to be 37 metres, exclusively dedicated from the south side. The existing right-of-way on Twenty Road West at the subject property varies between approximately 19 and 23.4 metres. Approximately 13.6 to 18 metres are to be dedicated to the right-of-way on Twenty Road West.</li> <li>Garth Street is to be 36.576 metres. The full right-of-way on the planned Garth Street Extension must be dedicated.</li> </ul> Notwithstanding the ROW widths outlined above, the ultimate ROW dedications are subject to change based on the ongoing study updates (AEGD, Dickenson Road, etc.) and any future changes to the Official Plan.  A survey conducted by an Ontario Land Surveyor, and at the Applicant's expense, will determine the ultimate dimensions for the right-of-way dedication(s). The Applicant's surveyor is to contact Geomatics and Corridor Management to confirm the ultimate dedications.	RJB		Right-of-Way dedication and justification for included road widths has been included within the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
	28	<b>Daylighting Triangle Dedications – Required</b> Upper James Street, Twenty Road, Dickenson Road, Glancaster Road and the Garth Street Extension are Arterial Roadways. The Applicant is to dedicate a 12.19-metre x 12.19-metre Daylighting Triangles to the right-of-way at the following intersections, as per the Council Approved Urban Official Plan: Chapter C: City Wide Systems and Dedications, 4.5 Road Network Functional Classification, 4.5.7 Daylighting Triangles:  <ul style="list-style-type: none"> <li>Twenty Road and the Garth Street Extension;</li> <li>Twenty Road and Glancaster Road; and</li> <li>Dickenson Road and the Garth Street Extension</li> </ul>			Daylighting Triangle Dedication requirements have been addressed for local, collector and arterial roads within the completed Transportation Study.	Upper West Side Transportation Master Study, prepared by R.J. Burnside & Associates, dated November 2023.
	29	As per the Council Approved Urban Official Plan: Chapter C: City Wide Systems and Dedications, 4.5 Road Network Functional Classification, 4.5.7 Daylighting Triangles, the Applicant will be required to dedicate daylighting triangles at intersections with the Secondary Plan area and at the connections to the external roadway network as follows:  <ul style="list-style-type: none"> <li>Local Road to Local Road: 4.57 metres x 4.57 metres</li> <li>Collector Road to Collector Road: 9.14 metres x 9.14 metres</li> <li>Collector Road to Local Road: 9.14 metres x 9.14 metres</li> <li>Arterial Road to Arterial Road: 12.19 metres x 12.19 metres</li> <li>Arterial Road to Collector Road: 12.19 metres x 12.19 metres</li> <li>Arterial Road to Local Road: 12.19 metres x 12.19 metres</li> </ul>	RJB			
Urban Design (Edward Winter)	1	The proposed amendment will compose a comprehensive residential and mixed-use neighbourhood adjacent to an employment area, and should be guided by policies and guidelines that aim to integrate and transition varying forms and densities of residential and commercial buildings, as well as coordinating with adjacent employment uses.	NAK		Noted. These policies have been included within the Urban Design & Architectural Guidelines document prepared by NAK Design.	Urban Design & Architectural Guidelines prepared by NAK Design, dated Nover 2023.
	2	<b>Relevant Policies guiding design of site:</b> <ul style="list-style-type: none"> <li>Urban design policies outlined in the City's Urban Official Plan (UHOP, Vol.1, Section B.3.3 – Urban Design Policies)</li> <li>North-West Glanbrook Secondary Plan</li> <li>The City of Hamilton Site Plan Guidelines</li> <li>City-Wide Corridor Planning &amp; Design Principles</li> <li>AEGD Secondary Plan (for reference to adjacent uses and design strategies.</li> <li>Complete Streets Design Manual</li> </ul>	NAK		Noted. Please refer to the Urban Design & Architectural Guidelines document.	Urban Design & Architectural Guidelines prepared by NAK Design, dated Nover 2023.
	3	<b>Staff will request the following documents to begin the Secondary Plan preparations:</b> <ul style="list-style-type: none"> <li>Concept Plan(s)</li> <li>Urban Design and Architectural Guidelines</li> <li>Site Context and Structuring Elements, <ul style="list-style-type: none"> <li>Streetscape Design Guidelines</li> <li>Residential Architectural Design Guidelines – applicable to proposed types of dwellings,</li> <li>Commercial Architectural Design Guidelines,</li> <li>Institutional Architectural Design Guidelines,</li> <li>Landscape Design Guideline</li> </ul> </li> </ul>	NAK		Noted. Please refer to the Urban Design & Architectural Guidelines document.	
Waste Management (Ryan Kent)	1	This development application does not provide specific details that allow for comments relating to waste management servicing, however, for the development of the secondary plan, the following comments have been provided.  For all properties, including low and medium density, that will receive curbside waste collection, the following must be considered as part of the planning process.  <ul style="list-style-type: none"> <li>Neighbourhoods to be designed to allow for continuous forward motion of all collection vehicles;</li> <li>In cases where private roads are on blocks that cannot accommodate forward motion, the use of turnaround areas will be permitted, but these must be designed according to Appendix 3 in the "City of Hamilton Waste Requirements for Design of New Developments and Collection"; and</li> <li>No Neighbourhoods are to be designed where common collection pads are required to service the properties.</li> </ul> For properties such as high-rise buildings that will receive shared waste collection through front-end containers or carts, the neighbourhoods / buildings must be designed to for access, waste storage and waste collection according to the "City of Hamilton Waste Requirements for Design of New Developments and Collection".	CLS		Noted.	
	1	A Zoning Compliance Review application shall be required prior to any formal Site Plan or Zoning By-law Amendment application submitted after this Formal Consultation.			Noted.	
	2	The applicant proposes to establish a Secondary Plan and zoning requirements for a new urban neighbourhood in the Twenty Road West area of Glanbrook. The subject lands include the Twenty Road West Urban Expansion Area and portions of the Airport Employment Growth District Secondary Plan area.			Noted.	
	3	Be advised, at this time Zoning cannot comment on the specific zoning requirements for the proposed Secondary Plan development area. As such, the following comments are provided as they relate to the overall area plan and recommended Zoning for the proposed uses. Note, a Zoning By-Law Amendment is required to facilitate the proposed development plan. Furthermore, these comments are provided with respects to Zoning considerations and may not reflect current or future Official Plan policies. As such, all recommendations provided within these comments are for reference purpose only and further discussions between Development Planning Staff and the applicant is required to determine appropriate Zoning to reflect Official Plan policies.	CLS		To address the required zoning concerns for the secondary plan, a future Zoning By-law Amendment application is anticipated.	
	4	<b>Low Density Residential</b> Single Detached Dwellings are permitted within the current areas under the "A2" Zone under Section 12.2.1 of Hamilton Zoning By-Law 05-200. It is noted within the Cover Letter submitted with this submission that the targeted Single/ Semi Detached Dwelling count is 597 – 1,216 Dwelling units which may not be feasible or in keeping with proposed policy changes to retain the existing A2 Zone for the proposed Single Detached Dwellings. It is noted that the applicant has proposed an R1 zone for areas within the Low Density designation, however it is unclear as to which Zoning By-Law the applicant is referencing for this zone; Glanbrook or Hamilton. It is recommended that the zone be amended to the R1 zone designated within Hamilton Zoning By-Law 05-200, as it would be an appropriate zone for the proposed uses and would support a more unified zoning structure across the Secondary Plan.  The applicant may also want to consider the possibility of amending the lands to the "R1a" zone as the smaller lot requirement may provide additional flexibility as it relates to urban design, natural and cultural heritage, transportation and other design aspects contributing to the layout of development.	CLS		Zoning By-law 05-200 will be the applicable zoning by-law for the secondary plan area.	
	5	<b>Medium Density Residential</b> Semi Detached, Townhouse Dwellings and Apartment uses are not permitted within the current zones (A2 and M10, H37). The applicant has indicated the use of the Medium Density Zone to function within a range of uses from Single Detached Dwellings to Multiple Dwellings/ Apartment uses. The applicant has also indicated the current R1 zone under Hamilton Zoning By-Law 05-200 to be insufficient in support of this range of Zoning. It is noted, the proposed Modified RM2 zone is intended as a placeholder until such time that a more appropriate zone is decided. Be advised, at this time the RM2 zone only permits Street Townhouse Dwellings and modifications to the zone to permit Single Detached Dwellings, Semi-Detached Dwellings and Multiple Dwelling/Apartment uses would be required to facilitate the proposed development. It is recommended that the applicant reconsider amending to an R1 zone as the zone would permit Street Townhouse Dwellings, as is permitted in an RM2 zone, but also permits Single Detached Dwellings and Semi-Detached Dwellings as of right. A subsequent amendment to the R1 zone to permit Multiple Dwellings may be considered if the proposed development is scaled so as not to impede or over encumber neighbouring, lower density nodes. Amending to an R1 zone would also assist in the simplification of zoning for the area as it would provide more unified zoning across the Secondary Plan area.	CLS		The City of Hamilton has been consolidating the former Zoning By-laws into 05-200. As such, only portions of the by-law contain updated policies addressing residential. The remainder of the policies for medium density etc., are still being updated. The former Glanbrook Zoning By-law has been referenced as a placeholder until the 05-200 residential policies are available.	
		<b>High Density Residential</b>				



Zoning (Liam Tapp)	6	Street Townhouse Dwellings, Multiple Dwellings and Apartment uses are not permitted uses within the current A2 zone. The applicant has indicated the use of the High Density Residential areas to function within a range of uses from Townhouse Dwellings to Multiple Dwelling/ Apartment uses. The applicant has also indicated the current R1 zone under Hamilton Zoning By-Law 05-200 to be insufficient in support of this range of Zoning. It is noted, the proposed Modified RM2 zone is intended as a placeholder until such time that a more appropriate zone is decided. Be advised, at this time the RM2 zone only permits Street Townhouse Dwellings and modifications to the zone to permit Multiple Dwellings/ Apartment uses would be required to facilitate the proposed development. The proposed High Density Residential nodes indicate a much higher density than the proposed Low Density and Medium Density areas an may not be an appropriate match within a modified R1 zone, as discussed in the previous section. As such, modifications to the Residential Multiple zones may be the most appropriate zone(s), until such time that Hamilton Zoning By-Law 05-200 has been amended to include Higher Density Zones.	CLS	The City of Hamilton has been consolidating the former Zoning By-laws into 05-200. As such, only portions of the by-law contain updated policies addressing residential. The remainder of the policies for medium density etc., are still being updated. The former Glanbrook Zoning By-law has been referenced as a placeholder until the 05-200 residential policies are available.	
	7	<b>Mixed Use</b> Note, the proposed uses have not been indicated within the Draft Lan Use Plan, Draft Zoning By-Law Amendment Schedule or Cover Letter. It is noted that a range of uses is intended to be proposed in the areas indicated as "Mixed Use" and proposed zoning as "C5" under Hamilton Zoning By-Law 05-200. As such, a recommendation for a proposed Zoning By-Law Amendment cannot be provided at this time, however Zoning is generally in support of maintaining the unified zoning schedule under Hamilton Zoning By-Law 05-200.	CLS	Noted.	
	8	<b>Institutional</b> The proposed use of an Educational Establishment (Elementary School), as indicated on the Draft Land Use Plan, is not permitted within the current A2 zone. The proposed amendment to an "I2" zone, as shown on the Daft Zoning By-Law Amendment Schedule, may be an appropriate zone to facilitate the proposed Elementary School (Educational Establishment). Additional information is required however to determine specific zoning requirements regarding specific uses proposed within the Institutional block as the Secondary Plan develops.	CLS	Noted. CLS has completed a Community Infrastructure Assessment which addresses the school boards needs for additional school sites being required. As such, school site blocks have been proposed. A future Zoning By-law Amendment application will be needed as the secondary plan provides high level policies pertaining to the potential school site designations.	Upper West Side Community Infrastruc Assessment Report, prepared by CLS, dated November 2023.
		<b>Neighbourhood Park</b>			
	9	The proposed use of a Neighbourhood Park (Recreation or similar) is not a permitted use within the "A2" zone. It is recommended that the applicant amend the areas intended to be developed as a Neighbourhood Park to the "P1" zone. It is noted within the Draft Zoning By-Law Amendment Schedule that the block, indicated on the Draft Land Use Plan as a Neighbourhood Park, is proposed to be zoned as "P2" Community Park. As such, additional information is required to provide a fulsome recommendation as to an appropriate zone. Furthermore, the applicant has also indicated a second Neighbourhood Park within the Westerly portion of the Draft Land Use Plan, however this has not been reflected within the Draft Zoning By-Law Amendment Schedule. Should a second Neighbourhood Park be intended, the applicant may wish to address this through an appropriate Zoning By-Law Amendment.		Noted. CLS has completed a Community Infrastructure Assessment which addresses the need for park space and recreational uses as per the UHOP.	Upper West Side Community Infrastruc Assessment Report, prepared by CLS, dated November 2023.
	10	A number of properties included within the proposed development area are included in the City of Hamilton's Register of Property of Cultural Heritage Value or Interest as an inventoried or non-designated property. Those properties include 9285, 9445, 9511, 9575, 9585 and 9751 Twenty Road West and 555 Glancaster Road. Council requires 60 days' notice of any intention to demolish or remove any building or structure on the property. Please contact a Cultural Heritage Planner at culturalheritageplanning@hamilton.ca for further information		A CHIA report has been completed in accordance with the City's policies.	Upper West Side Cultural Heritage Imp Assessment Report, prepared by WSP dated November 2023.
	11	Assessment records/the site plan indicate that the proposed development area is located within 6 separate lots/parcels. The applicant shall ensure that the lots are merged in title or registered under identical ownership for the purpose of the proposed development.		Noted.	
	12	The plans provided do not include a site plan to indicate the location, lot coverage, setbacks or other requirements to determine compliance with Zoning requirements. Please note that due to insufficient details provided regarding the proposed development a complete review could not be conducted for zoning By-law compliance. As a result the following comments may not be complete.		Noted.	
	13	Section 4.22 "Adequate Services" of Hamilton Zoning By-law No. 05-200 states:  "Except for Section 4.15 – Model Homes in Draft Plans of Subdivision, no buildings or structures may be erected, used or occupied unless: i) adequate watermains, storm and sanitary sewer systems are existing or have been provided for in a binding and secured development agreement and all regulatory approvals have been received to the satisfaction of the General Manager of Planning and Economic Development Department and/or his or her designate; or, ii) where such services are not required or contemplated, an approved waste disposal system and potable water supply to sustain the use of land for buildings or structures are existing or have been provided for to the satisfaction of the Chief Building Official and all regulatory approvals have been received to the satisfaction of the General Manager of the Planning and Economic Development Department and/or his or her designate; and iii) the dedication of lands for parkland or payment of cash-in-lieu of parkland in accordance with the City of Hamilton Parkland Dedication and Cash-in-lieu of Parkland Policy has been received to the satisfaction of the General Manager of Planning and Economic Development Department and/or his or her designate.  And Section 7.42 "Adequate Services" of Glanbrook Zoning By-law No. 464 states: "Except for Section 7.40 – Model Homes in Draft Plans of Subdivision, no buildings or structures may be erected, used or occupied unless: 1.1.1. Adequate watermains, storm and sanitary sewer systems are existing or have been provided for in a binding and secured development agreement and all regulatory approvals have been received to the satisfaction of the General Manager of the Planning and Economic Development Department an/or his or her designate; or 1.1.2. Where such services are not required or contemplated, an approved waste disposal system and potable watersupply to sustain the use of land for buildings or structures are existing or have been provided for to the satisfaction of the Chief Building Official and all regulatory approvals have been received to the satisfaction of the General Manager of the Planning and Economic Development Department and/or his or her designate, and" 1.1.3. The dedication of lands for parkland or payment of cash-in-lieu of parkland in accordance with the City of Hamilton Parkland Dedication and Cash-in-lieu of Parkland Policy has been received to the satisfaction of the General Manager of the Planning and Economic Development Department and/or his or her designate."	CLS	Noted - servicing to be addressed through cost sharing and the Master Servicing Plan. Parkland is provided in the form of Neighbourhood parks and one large community park.	Master Servicing Plan, prepared by Urbantech, dated November 2023.
	14	Section 4.23 "Special Setbacks" of Hamilton Zoning By-law No. 05 - 200 states:  "d) "Setback from a Conservation/Hazard Land (P5) Zone, Conservation/Hazard Land Rural (P7) Zone and Conservation/Hazard Land Rural (P8) Zone All buildings or structures located on a property shall have a minimum setback of 7.5 metres from a P5, P7 and P8 Zone boundary, which is determined by flood and fill line mapping as prepared by the Conservation Authority having jurisdiction and amended from time to time."		Noted.	
	15	Section 4.24 "Conservation Authority Regulation Area" of Hamilton Zoning By-law No. 05 - 200 states:  ""Lands shown on Schedule "A" – zoning Maps as "CA Regulation Area" are subject to additional regulation by the applicable Conservation Authority. Landowners are advised to contact the appropriate Conservation Authority prior to any development or site alteration within the area subject to the Conservation Authority Regulation in order to determine approval requirement(s)." Please be advised that a portion of this proposed development area is under Conservation Management. Please contact Niagara Peninsula Conservation Authority at 905-788-3135 prior to any development."		Noted.	
	16	Construction of the proposed uses are subject to the issuance of a building permit in the normal manner. Be advised that Ontario Building Code regulations may require specific setback and construction types.		Noted.	
	Public Works (Cynthia Graham and Kara Bunn)	1	Parkland provision will need to be discussed with Community Planning as it pertains to classification, size, shape and location. LAS can feed into the process if there are questions around design needs - <b>Landscape Architectural Services (Cynthia Graham)</b>  Parks and Cemeteries staff look forward to reviewing the proposed development in conjunction with Community Planning to address parkland provision, access and maintenance activities of future city assets planned as part of this secondary plan - <b>Parks and Cemeteries (Kara Bunn)</b>	CLS/ NAK	Within the Community Infrastructure Assessment Report, Parkland requirements have been addressed. In addition, within the Urban Design Guidelines prepared by NAK Design, landscaping and park space have been addressed.
HWDSB (Marc Davidson)	1	HWDSB will require that the following reports be provided for our review for this privately-initiated secondary plan development: • School Accommodation Issues Assessment • School and City Recreational Facility & Outdoor Recreation Issues Assessment	CLS	The school needs site location requirements and anticipated future pupil accommodations assessment are included within the combined Community Infrastructure Assessment Report.	Community Infrastructure Assessment Report, prepared by CLS, dated Nover 2023.
HWCDDB	1	The subject secondary plan area is located within the attendance boundary of St. Thérèse of Lisieux Catholic Elementary School. The school is operating at a utilization rate of 98% and is projected to significantly exceed its operating capacity in 2029 by 320 students to upwards of 552 students—which represents utilization rates of 148% to 183% respectively. By 2033, however, projected enrolment is estimated to greatly exceed operating capacity at St. Thérèse of Lisieux by 541 students, to upwards of 992 students, which represents utilization rates of 181% to 249% respectively.		Please refer to the Community Infrastructure Assessment report.	Community Infrastructure Assessment Report, prepared by CLS, dated Nover 2023.
	2	The area secondary school(s) have sufficient capacity to accommodate projected enrolment. Staff will closely monitor area secondary enrolment growth and should growth forecasts change in future studies, will advise accordingly. The Boards next EDC Background Study, to be completed in July of 2024, may also inform on possible changes/updates to area secondary school requirements. In such a case, staff will advise the City accordingly.		Based on the completed Community Infrastructure Assessment report, a Secondary School is not required within the future Upper West Side community.	
	3	The Board's current EDC by-law identifies the need for a 619 pupil place elementary school in the South Ancaster or Mount Hope area by approximately 2029 and this recommendation does not take into consideration the additional 634, to upwards of 1295 students projected for this secondary plan area. In conclusion, one (1), to upwards of two (2) Catholic elementary school sites will be required in the subject secondary plan area to accommodate the very sizeable forecasted growth.		Please refer to the Community Infrastructure Assessment report.	
	4	The City and the proponents will be aware that the HWCDDB owns a 10 acre parcel of land within the boundary of the proposed Secondary Plan, adjoining Twenty Road. The draft Land Use Map that accompanies the application designates the parcel as Institutional and is labeled ES – Elementary School. Based on our ownership and intended school use, it would be appropriate to modify the label to "CES" – Catholic Elementary School.		Noted.	
			CLS		

**(John Volek)**

5	Based on best practice planning for new schools, the land area requirement for a new CES is a minimum of 6.0 acres with 130 meters of road frontage onto a municipal collector road. As the Twenty Road site has an excess area, the balance of the parcel should be considered for an alternative land use designation that would complement and integrate the land uses and street pattern proposed for the adjoining lands. The Board reserves the right to make submissions on future Planning applications which could potentially affect the future uses of the surplus land.
6	As noted above, the current EDC By-law is indicating the potential need for a second CES which will need to be accommodated in the secondary plan area. In addition to identify an appropriate location for the additional CES, we request the Secondary Plan include Policy direction wherein the lands are protected for their intended use and facilitate acquisition by the HWCDSB. Where land is to be developed by Plan of Subdivision, this objective can be achieved by including the appropriate Conditions of Draft Plan Approval. Policy should clearly state the intent that lands identified for school purposes shall not be redesignated and developed for alternative uses without the written acknowledgement of the HWCDSB.
7	On a general note, the HWCDSB has been monitoring the City's preparation and adoption of a Policy Framework and Guidelines that will be followed in preparing Secondary Plans for the Urban Expansion Areas recently added to the City's Urban Area. Whether the preparation of the Secondary Plans are led by the municipality or privately initiated by landowner groups, the HWCDSB looks forward to our role in planning these areas to ensure the adequate provision of community facilities, including new schools. The HWCDSB can make available current and soon to be updated EDC By-law projections to assist in quantifying the need and timing for new facilities and provide recommendations on site locational criteria.
8	We did note in reviewing the Secondary Planning Guidelines that the 10 core directions to guide the planning processes and the components to be included in preparing Secondary Plans did not specifically reference the study and allocation of community facilities, including new schools. We will assume that the study and provision of community facilities is inferred as key component and the City can rely on the HWCDSB to provide the appropriate support in this regard.

Please refer to the Community Infrastructure Assessment report.
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