

April 29, 2026

Dave Heyworth
Director & Senior Advisor, Strategic Growth Initiatives
City of Hamilton
71 Main Street West
Hamilton, ON L8P 4Y5

Via E-mail: dave.heyworth@hamilton.ca, planningapps@hamilton.ca

Dear Dave,

Re: Secondary Plan, Elfrida, City of Hamilton
Official Plan Amendment – Elfrida Secondary Plan

We are the planning consultants for the Elfrida Community Builders Group Inc. (the “**ECBG**”), being a group of landowners that represent over 75% of the lands within the Elfrida area of the City of Hamilton. On behalf of the ECBG, we are pleased to submit the enclosed Official Plan Amendment (the “**OPA**”) application to establish the Elfrida Secondary Plan (the “**Secondary Plan**”) and implement a planning framework that will facilitate the build out of the Elfrida area as a healthy, safe, comfortable, accessible community that promotes a high quality of life. The proposed Secondary Plan planning framework, which includes a series of principles, policies and schedules, will support the provision of a variety of neighbourhoods, each as a walkable community with access to parks, schools and local serving commercial uses.

Elfrida is an ‘L’ shaped grouping of land that is approximately 1,226 gross hectares in size and is bound by Upper Centennial Parkway, Mud Street East, Second Road East and Hendershot Road, Golf Club Road, Trinity Church Road and a Hydro Corridor (“**Elfrida**”). Elfrida is made up many properties that vary considerably in size, shape and land use. Elfrida is predominately used for agricultural purposes, with clusters of rural residential dwellings, limited commercial and light industrial uses along Upper Centennial Parkway and institutional uses along Rymal Road / Regional Road 20.

For your review and consideration in support of the proposed Official Plan Amendment application, we are pleased to submit the following digital materials:

1. A completed and signed Official Plan Amendment Application Form;
2. A copy of the Formal Consultation Document, dated December 5, 2025;
3. A copy of the Fee Intake Memo, dated April 29, 2026;

4. Agricultural Impact Assessment, prepared by Colville Consulting Inc., dated April 2026;
5. Commercial Needs Assessment, prepared by Parcel Economics Inc., dated April 24, 2026;
6. Community Infrastructure Assessment Report, prepared by Bousfields Inc., dated April 2026
7. Draft Rural Hamilton Official Plan Amendment¹, prepared by Bousfields Inc., dated April 2026;
8. Draft Urban Hamilton Official Plan Amendment, prepared by Bousfields Inc., dated April 2026;
9. Energy and Environmental Assessment Report, prepared by BuildABILITY Corp., dated April 24, 2026;
10. Financial Impact Analysis & Financial Strategy, prepared by Parcel Economics Inc., dated April 24, 2026;
11. Indigenous Engagement Framework, prepared by SL Indigenous Advisory Services, dated April 7, 2026;
12. Land Use Compatibility and Air Quality and Odour Impact Study, prepared by SLR Consulting Ltd., dated April 24, 2026;
13. Master Water and Wastewater Servicing Plan, prepared by Stantec Consulting Ltd., dated April 2026;
14. Planning Justification and Secondary Plan Report (with and without appendices), including the Cultural Heritage Impact Assessment and Housing Report, prepared by Bousfields Inc., dated April 2026;
15. Public Consultation Summary and comment Response Report, prepared by Bousfields Inc., dated April 9, 2026;
16. Subwatershed Plan, including Appendices and Figures, prepared by Stantec Consulting Ltd., GeoProcess Research Associates, Landtek Ltd., and SLR Consulting Ltd., dated April 2026;
17. Transportation Management Study & Assessment, prepared by C.F. Crozier & Associates Inc., dated April 2026; and
18. Urban Design Guidelines prepared by Bousfields Inc., dated April 2026.

Attachment 'A' to this cover letter details how certain submission items identified in the Formal Consultation Document have been included as part of the submission.

Additionally, the required application fee in the amount of **\$49,340.00** has been delivered under a separate cover.

¹ A Draft Rural Hamilton Official Plan Amendment has been submitted in consideration of the status of the Urban Boundary Expansion application.

Respectfully submitted,
Bousfields Inc.



David Falletta, MCIP, RPP

Cc. *Mustafa Ghassan & Hatim Jafferjee, Delta Urban Inc.*
Elfrida Community Builders Group Inc.

Attachment ‘A’

Required Supporting Material	Submitted	Standalone or Part of Report/Study
Draft Urban Hamilton Official Plan Amendment and Draft Rural Hamilton Official Plan Amendment	✓	Draft Urban Hamilton Official Plan Amendment and Draft Rural Hamilton Official Plan Amendment
Land Use/Commercial Needs Assessment	✓	Commercial Needs Assessment
Housing Needs Assessment (Housing Report)	✓	Planning Justification Report and Secondary Plan Report
Planning Justification Report	✓	
Secondary Plan Report	✓	
Summary Response to Formal Consultation Comments	✓	
Urban Design and Architectural Guidelines	✓	Urban Design Guidelines
Residential Development Phasing Strategy	✓	Water and Wastewater Servicing Master Plan
Energy and Environmental Assessment Report	✓	Energy and Environmental Assessment Report
Environmental Impact Statement	✓	Subwatershed Plan
Karst Assessment/Karst Contingency Plan	✓	
Linkage Assessment	✓	
Sub-Watershed Plan and/or updated to existing Sub-Watershed Plan	✓	
Tree Protection Plan	✓	
Hydrogeological Study	✓	
Grading Plan	✓	
Master Drainage Plan	✓	Water and Wastewater Servicing Master Plan
Stormwater Management Report/Plan and/or updated to existing Stormwater Management Plan	✓	
Phasing Plan	✓	
School Accommodation Issues Assessment	✓	Community Infrastructure Assessment Report
Water and Wastewater Servicing Master Plan	✓	Water and Wastewater Servicing Master Plan
Updated Terms of Reference for a Stormwater Servicing plan, including a summary of all work completed to date	✓	

Required Supporting Material	Submitted	Standalone or Part of Report/Study
Agricultural Impact Assessment	✓	Agricultural Impact Assessment
Landfill Impact Study/Odour Impact Assessment	✓	Land Use Compatibility and Air Quality and Odour Impact Study
Transportation Management Study	✓	Transportation Management Study and Transportation Assessment
Pedestrian Route and Sidewalk Analysis	✓	
Transportation Assessment	✓	
Cycling Route Analysis	✓	
Transportation Demand Analysis	✓	
Right-of-Way Dedications	✓	
Daylight Triangle Dedications	✓	
Transit Assessment	✓	
Cost Acknowledgement Agreement	✓	Cost Acknowledgment Agreement (Part of Application form)
Public Consultation Summary and Comment Response	✓	Planning Justification Report and Secondary Plan Report
Indigenous Community Consultation and Comment Response	✓	Indigenous Engagement Framework Report