



Corporation of the City of St. Catharines  
**DEVELOPMENT PROCESS REVIEW COMMITTEE MEETING**

Friday July 5, 2013

8:30am to 10:00am

St. Catharines City Hall, 50 Church Street: CR # 1 , Third Floor

## MEETING NOTES

**Present:** Mayor McMullan

Staff: Jim Riddell, Sandy Burrows, Brian Thiessen (PDS),  
Nicole Auty (Legal), Ron Tripp (TES)  
Glenn Barr, Terri Johns, Ken Gonyou, Tim Kenny, David Cooperman, Daniel Roberge,  
John Ravenda

**Regrets:** Councillor Bill Phillips

Shelley Chemnitz (FMS), Judy Pihach (PDS), Marco Marino (EDCS)  
Rob Baiocco, Tony Difruscio, Emilio Raimondo, Ian Kowalchuk, Emilio Raimondo, Kathy  
Lerette

**Guest staff:** Britney Williamson (PDS)

**Welcome and introductions** ~ Mayor McMullan

**Review** of May 10 meeting notes

- Motion by Tim Kenny to accept
- All in Favour
- Carried

**1. Draft Site Plan Manual** ~ Sandy Burrows

- Jim Riddell acknowledges Emilio Raimondo's email, and his suggestion to include the Niagara Society of Architects in consultation of the Site Plan Manual
- See appendix (comments from Glenn Barr)
- Glenn suggests there is too much focus on details required too early in the process i.e. attain site plan agreement then get eng, bldg, design, financing in order
- Ron Tripp warns that by not requiring that degree of detail up front, developers may not anticipate the cost of the development accurately and risk not completing project
- Staff says that pre-consultation process bridges and facilitates the expectations and future requirements giving developers the confidence to proceed
- Staff try to provide as much info as possible up front and collaborate with developers to make informed decisions
- Terri Johns proposes that Glenn is describing a Draft Conditional Approval process similar to a draft plan of subdivision (Hamilton has this approach)
- Jim Riddell cautioned that this process is misleading. It appears that the approval process has been shortened but in reality they still cannot proceed with construction until all of the conditions have been satisfied (or cleared).
- The City of St. Catharines has proposed a slightly different approach where the site plan approval process is broken into phases. This was outlined in a report to Council in Dec 2012. The intent is to facilitate earlier commencement of construction. The phase site plan approval is intended to allow staged construction to take place where warranted.

This has been accomplished on a few development sites already including the City's own Spectator Facility Site and the condo development at Wellington. This process is being added to the manual for review by the working group.

*Action items:*

- Site Plan Manual will be launched with staff commitment to review with a working group now as well as annually, and to revise as necessary
- Staff to work towards Phased in Site Plan Agreement process
- Working Group established: Terri Johns, Glenn Barr, John Ravenda  
Staff: Jim Riddell and Sandy Burrows, possibly other planning staff
- Working group to report back to Committee in October

**2. Draft Engineering Technical Standards Manual ~ Sandy Burrows**

- Glenn Barr proposes deferral
- Staff points out that we currently need this manual as a reference document and that it doesn't preclude any creativity for developers
- Must recognize that there is a spectrum of experience and creativity in developers, planners, architects that access this manual
- The manual is a composition of all the policies, existing infrastructure and current legislation that must be respected and adhered to

*Action items:*

- Engineering Technical Standards Manual will be launched with commitment to review with working group in the fall and to review annually and revise as necessary in the future
- Staff to preface the document with a statement along the lines of "these are guidelines and solutions are flexible and can be site specific", and that "creative solutions are invited"
- When comments come back from each city department (i.e. fire, rcs, pds), staff will work with the applicant to co-ordinate an appropriate resolution
- Working Group established: Glenn Barr  
City staff Staff: Sandy Burrows and Christine Adams  
Invite the Region (to incorporate their stds)
- Working group to establish an agenda of specific items to review
- Working Group to report back to Committee in October

**3. City Standard Drawings**

- No discussion

Other business

**4. Registration of title**

- Jim Riddell and Nicole Auty explain that other municipalities who do not register the agreement on title (have a different process such as Hamilton) tend to require a much larger sum of money up front as securities.
- In these cases the higher securities are intended to give the city more leverage to guarantee that the developer fulfills the conditions
- Legal had 10-15 years to enforce those conditions

- When an agreement is registered on title, the requirements of the agreement transfers with the property to subsequent owners, not with the initial applicant. If the City takes a letter of undertaking, as in the case of Hamilton, the agreement is only with that individual and cannot be transferred with the property if the property is sold.
- Further discussion in October

**Next meeting:** October

Registration of agreements on title

FMS Analysis of bulk water meters