

*This By-law is a consolidated version and includes amendments made by the amending by-laws listed on the following page. This consolidation is prepared for purposes of convenience only and is not the official or legal version of the By-law. For accurate reference to the By-law, certified copies should be obtained through the City Clerk's Office.*

Consolidation Update: May 4, 2023

## **CITY OF HAMILTON**

### **By-law No. 19-286**

**To Repeal and Replace By-law No. 03-126, Being a By-law for Prohibiting and Regulating the Alteration of Property Grades, the Placing or Dumping of Fill, and The Removal of Topsoil**

**OFFICE CONSOLIDATION**

To Repeal and Replace By-law No. 03-126, Being a By-law for Prohibiting and Regulating the Alteration of Property Grades, the Placing or Dumping of Fill, and the Removal of Topsoil

**Consolidated By-law No. 19-286**

**Incorporating amendments made by:**

**By-law No.  
23-068**

**Effective Date:  
April 26, 2023**

Update to Section 3, 5, 8, 9, 14, 15, 25, 29

**To Consolidate and Update By-laws for Prohibiting and Regulating the Alteration of Property Grades, the Placing or Dumping of Fill, and the Removal of Topsoil in the City of Hamilton**

**WHEREAS** the *Municipal Act, 2001*, particularly section 142, authorizes the City of Hamilton to pass by-laws respecting these matters;

**AND WHEREAS** Council deems it necessary to enact this by-law for the purposes set out in section 2 of this by-law;

**AND WHEREAS** the municipal Council of the City of Hamilton enacted By-law 19-286 on November 28, 2019 to prohibit and regulate the placing or dumping of fill, the removal of topsoil, and the alteration of the grade of lands within the municipality;

**AND WHEREAS** Council of the City of Hamilton deems it necessary to enact a By-law to make technical amendments and improvements to By-law 19-286;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

**Short Title**

1 This By-law may be cited as the Site Alteration By-law.

**Purposes**

2 The purposes of this By-law are,

- (a) to control and regulate site alteration on lands within the City of Hamilton;
- (b) to ensure site alteration is undertaken for necessary or beneficial purposes, not primarily for financial gain;
- (c) to minimize adverse impacts on infrastructure, environment and community in respect of site alteration undertakings; and
- (d) to promote and protect agricultural resources.

**Definitions**

3 In this By-law:

“agricultural operation” has the same meaning as under the *Farming and Food Production Protection Act, 1998*, which is, for ease of reference, an agricultural, aquacultural, horticultural or silvicultural operation that is carried on in the expectation of gain or reward;

“building” has the same meaning as under the *Building Code Act, 1992*;

“City” means the City of Hamilton;

“Director” means the Director and Chief Development Engineer of the City of Hamilton or designate;

“fill” means earth or rock fill or material of a similar nature;

“land” includes land covered by water;

“normal farm practice” has the same meaning as under the *Farming and Food Production Protection Act, 1998*, which is, for ease of reference, a practice that,

(a) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances, or

(b) makes use of innovative technology in a manner consistent with proper advanced farm management practices;

“qualified person” has the same meaning as in section 5 of Ontario Regulation 153/04;

“Site” and “Property” are synonyms that both mean a parcel of land which can be legally conveyed pursuant to the provisions of the Planning Act.

“Rural Area” means all lands within the City of Hamilton except those designated as “Urban Area” on Schedule “D” to the Rural Hamilton Official Plan;

“topsoil” means those horizons in a soil profile, commonly known as the “O” and the “A” horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat.

### **Application**

4 The provisions of this By-law regarding “site alteration” apply to all land within the City of Hamilton in respect of,

- (a) excavating, depositing or stockpiling fill or topsoil,
- (b) removing topsoil, and
- (c) altering the grade of land.

### **Statutory Exemptions - Interpretations**

5 This By-law is not intended nor shall it apply to any activities or matters identified in the Municipal Act from time to time as matters to which a By-law passed under section 142 of the Municipal Act does not apply. For ease of reference, as of the date of the passage of this By-law, this By-law therefore does not apply to any of the activities or matters described in section 142(5)(a) through (g) of the Municipal Act and, subject to subsection 142(7) of the Municipal Act, this

By-law does not apply to any of the activities or matters described in section 142(6) of the Municipal Act.

### **Stockpiling for Agricultural or Commercial Operations**

6 (1) Despite subsection 11(1), this By-law does not prohibit or require a site alteration permit for the stockpiling of fill or topsoil on land for sale or exchange or use as an incidental part of an agricultural or commercial operation undertaken as a permitted use of the land, provided that any such stockpiles,

- (a) are used, depleted and refreshed on a continuous basis during periods when the stockpiles are actively in use in the agricultural or commercial operation;
- (b) are removed and the existing grade restored while the agricultural or commercial operation is suspended or during periods when the stockpiles are not actively in use in the agricultural or commercial operation; and
- (c) no stockpile remains substantially unchanged for longer than 6 months.

### **Existing Commercial Stockpiles**

(2) Subsection (1) applies to stockpiles existing on the date this By-law comes into force that were exempt from the requirement for a permit pursuant to section 3.14 of By-law No. 03-126.

### **Exceptions from Permit Requirement**

7 (1) Despite subsection 11(1), no permit is required for site alteration undertaken,

- (a) for the purposes of lawn maintenance, landscaping or gardening, provided that:
  - (i) the depth of fill deposited on the site does not exceed 15 centimetres at any location;
  - (ii) there is no change in the location, direction or rate of drainage to neighbouring properties; and
  - (iii) there is no change or blockage of any swale.
- (b) for the installation of a pool where a permit has been issued pursuant to By-law No. 16-184, provided that:
  - (i) any previously approved grading plan is maintained or if there is no previously approved grading plan applicable to the property, a minimum 60-centimetre strip of undisturbed ground remains along the rear and side property lines within the rear yard; and

- (ii) any retaining walls are limited to 0.5 metres in height, measured from existing ground elevations.
- (c) incidental to the construction of a building for which a building permit has been issued by the Chief Building Official, provided that the accompanying application provides sufficient information for the Chief Building Official to determine that such site alteration conforms with this By-law.

### **Rural Area Exceptions from Permit Requirement**

(2) Despite subsection 11(1), no permit is required for site alteration undertaken in the Rural Area,

- (a) for the purposes of improving site drainage or soil quality provided that:
  - (i) the site alteration involves a maximum of 500 cubic metres of fill or topsoil, which may include imported fill or topsoil only from within the City of Hamilton;
  - (ii) the Director is notified of the intended site alteration at least 48 hours in advance of commencing site alteration; and
  - (iii) this exception may be used only once with respect to a property, and otherwise a permit is required.
- (b) for the purposes of dredging existing ponds provided that:
  - (i) the surface area of the existing pond is not increased;
  - (ii) the depth of the existing pond is not increased beyond its original depth; and
  - (iii) where possible, dredged fill is deposited on the same property without altering existing drainage patterns, and piles or berms of dredged fill are not created adjacent to the pond.
- (c) for the purpose of maintaining existing granular driveways, roads, farm field access roads, or parking areas with appropriate imported granular material including native granular, recycled aggregate, recycled asphalt or recycled concrete provided that previously existing grades are being re-instated and provided the material is obtained from a commercial supplier.

### **No permit to be issued where certain *Planning Act* Applications are Pending**

9 (1) No site alteration permit shall be issued for a site which is the subject of or included within any pending application to the City for the approval of any of the following Planning Act approvals: a Site Plan, a Plan of Subdivision, a Consent, or a Development Permit.

(2) For purposes of subsection (1), a pending application is an application that has been submitted to the City but on which:

- (a) a decision has not been made;
- (b) a decision has been made but that decision has been appealed and a decision on the appeal has not yet been rendered; or,
- (c) a decision has been made but any applicable appeal period has not yet expired.

(3) Subsection (1) shall not prohibit the issuance of a site alteration permit for a site on which there is a pending application for a Plan of Subdivision if the Site is within an area having any of the Employment Area designations shown on Schedule E-1 of the Urban Hamilton Official Plan, as amended.

(4) Section 31(2) shall not apply to a site alteration permit issued pursuant to subsection (3).

## **Prohibitions and Permit Requirements**

### **Consent of Owner**

10 No person shall undertake site alteration or cause site alteration to be undertaken except with the consent of the owner of the site.

### **Permit Required**

11 (1) No person shall undertake site alteration or cause site alteration to be undertaken unless a site alteration permit has been issued to undertake such site alteration.

### **Permit Application**

(2) An owner of a site, or a person with the consent of an owner of a site, may apply to the Director for a site alteration permit to undertake site alteration on the site in accordance with section 14 or 15.

### **Issuance of Permits**

(3) The Director shall not issue a site alteration permit unless,

- (a) the application is complete;
- (b) the applicant, and any other required parties, have entered into a site alteration agreement required by section 19;
- (c) the applicant has paid all fees required by section 20;
- (d) the applicant has provided security required by section 21; and
- (e) the Director is satisfied the proposed site alteration will be undertaken in accordance with this By-law.

## **Criteria**

(4) In considering whether to issue a site alteration permit, the Director shall have regard to,

- (a) whether the primary use of the site is the depositing of fill on the site;
- (b) whether the proposed site alteration is necessary for the purpose identified in the application;
- (c) whether the proposed site alteration is part of a normal farm practice;
- (d) whether the proposed site alteration is likely to be completed within the term of the site alteration permit;
- (e) any effects on ground and surface water resources;
- (f) any effects on drainage;
- (g) if the use of the site is residential, whether the proposed site alteration complies with the City's Lot Grading Policy, Criteria and Standards;
- (h) any effects on agricultural resources;
- (i) any effects on the environment;
- (j) any planning and land use considerations;
- (k) any effects on nearby communities;
- (l) any comments provided by external bodies or agencies;
- (m) the suitability of the proposed erosion and sediment control measures;
- (n) the suitability of the proposed construction site control and security measures;
- (o) the final grading and rehabilitation plans for the site;
- (p) the main haulage routes and proposed truck traffic to and from the site;
- (q) the quality of the fill proposed to be transported to the site from any other source site or moved from one area of the site to another;
- (r) the applicant's history of compliance with this By-law or similar By-laws of other municipalities or similar Acts; and
- (s) such other matters as are considered appropriate.

## **Reasons**

(5) If an application is refused, the Director shall provide written reasons for the refusal.

## **Revocation**

(6) The Director may revoke a site alteration permit if,

- (a) it was issued on false or incorrect information;
- (b) it was issued in error; or
- (c) a provision of this By-law has not been complied with.

## **Notice of Change**

(7) No person shall make or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the Director.

## **Prohibition**

(8) No person shall undertake site alteration or cause site alteration to be undertaken except in accordance with the plans, specifications, documents and any other information on the basis of which a permit was issued or any changes to them authorized by the Director.

## **Commenting Agencies**

12 The Director may circulate an application for comment by such external bodies or agencies as the Director determines to be necessary.

## **Compliance with Other Law**

13 The issuance of a site alteration permit or an exception from the permit requirements pursuant to this By-law does not relieve a person from compliance with any other applicable legislation, regulations or permit requirements, including the requirements of the Niagara Escarpment Commission or a conservation authority.

## **Site Alteration Permit Applications**

### **Minor Agricultural Application Requirements**

14 (1) This section applies to an application for a site alteration permit for a site alteration proposal involving a maximum of 500 cubic metres of fill or topsoil for a site where an agricultural operation is carried on and the proposed site alteration is part of a normal farm practice.

(2) An application for a site alteration permit pursuant to this section shall contain:

- (a) the address, legal description and registered owner of the site;
- (b) the area of the site in hectares;
- (c) up-to-date contact details of the owner of the site, and of the applicant, if not the owner of the site;
- (d) the past, current and intended future uses of the site;
- (e) the purpose of the proposed site alteration;
- (f) the volume of soil involved in the proposed site alteration in cubic metres;
- (g) intended start date and completion date for the proposed site alteration;
- (h) an approximate sketch of the site showing:
  - (i) the property lines;
  - (ii) such dimensions and absolute or relative elevations as are required to permit the Director to determine whether to issue a site alteration permit;
  - (iii) buildings and other structures including retaining walls;
  - (iv) highways, driveways and paths;
  - (v) easements and rights-of-way;
  - (vi) above- and below-ground private, municipal or utility infrastructure including the size and invert elevations of drainage swales, ditches, pipes and culverts;
  - (vii) bodies of water and watercourses;
  - (viii) wetlands and floodplains;
  - (ix) Conservation Authority regulation boundaries;
  - (x) trees measuring 150 mm or greater in diameter at breast height including species;
  - (xi) vegetation masses by canopy outline;
- (i) design details and specifications for any proposed retaining walls;
- (j) design details and specifications for any proposed drainage or stormwater management systems;

- (k) if required by the Director, in a form satisfactory to the Director,
  - (i) an excess soil management plan prepared by a qualified person,
  - (ii) a dust management plan,
  - (iii) an erosion and sediment control plan,
  - (iv) a groundwater management plan,
  - (v) a stormwater management plan,
  - (vi) a traffic management plan; and
- (l) any other information, plans or studies the Director requires to determine whether the site alteration proposal complies with this By-law.
- (m) the contact details of the farmer responsible for the agricultural operation;
- (n) a statement of nature of the agricultural operation;
- (o) the farm business registration number of the agricultural operation or proof of membership in an accredited farm organization;
- (p) a description of the normal farm practice;
- (q) any plans or evidence supporting the normal farm practice that the applicant wishes to rely upon, including the qualifications of any person providing such plans or evidence;
- (r) if the proposed site alteration on a site involves fill being transported to the site from any other source site, a statement from the farmer responsible for the agricultural operation or a qualified person that the fill to be transported to the site is suitable for use at the site; and
- (s) the proposed haul routes, daily truck volume and hours of operation of truck traffic to and from the site.

(3) If an application pursuant to this section is refused, an applicant may reapply pursuant to the requirements of section 15.

### **General Application Requirements**

15 (1) This section applies to all applications other than those to which section 14 applies.

(2) An application for a site alteration permit pursuant to this section shall contain:

- (a) the address, legal description and registered owner of the site;

- (b) the area of the site in hectares;
- (c) up-to-date contact details of the owner of the site, and of the applicant, if not the owner of the site;
- (d) the past, current and intended future uses of the site;
- (e) the purpose of the proposed site alteration;
- (f) the volume of soil involved in the proposed site alteration in cubic metres;
- (g) intended start date and completion date for the proposed site alteration;
- (h) a control plan of the site and the area within 30 metres of the property lines of the site drawn to scale, prepared by a licenced surveyor, professional engineer or professional geoscientist, showing the property lines and all existing and proposed:
  - (i) elevation contours at 0.5 metre intervals or less;
  - (ii) spot elevations at 15 metre intervals along the property lines;
  - (iii) predominant native soil types;
  - (iv) buildings and other structures including retaining walls;
  - (v) highways, driveways and paths;
  - (vi) impermeable surfaces;
  - (vii) easements and rights-of-way;
  - (viii) above- and below-ground private, municipal or utility infrastructure including the size and invert elevations of drainage swales, ditches, pipes and culverts;
  - (ix) bodies of water and watercourses;
  - (x) wetlands and floodplains;
  - (xi) Conservation Authority regulation boundaries;
  - (xii) trees measuring 150 mm or greater in diameter at breast height including species;
  - (xiii) vegetation masses by canopy outline;
  - (xiv) tree protection measures;

- (xv) erosion and sediment control measures;
- (xvi) construction site control and security measures;
- (xvii) locations of site alteration including temporary stockpiles, specifying the volumes, source and type of fill involved;
- (xviii) final ground covering;
- (i) design details and specifications for any proposed retaining walls;
- (j) design details and specifications for any proposed drainage or stormwater management systems;
- (k) if required by the Director, in a form satisfactory to the Director,
  - (i) an excess soil management plan prepared by a qualified person,
  - (ii) a dust management plan,
  - (iii) an erosion and sediment control plan,
  - (iv) a groundwater management plan,
  - (v) a stormwater management plan,
  - (vi) a traffic management plan; and
- (l) any other information, plans or studies the Director requires to determine whether the site alteration proposal complies with this By-law.

### **Transportation of Excess Soil**

(3) Subject to section 25, if the proposed site alteration on a site involves fill being transported to the site from any other source site, the application shall contain:

- (a) the address and legal description of each source site;
- (b) a statement of the nature of the project on each source site that is generating the fill to be transported to the site;
- (c) the volume of fill to be transported to the site from each source site;
- (d) the contact details for the person responsible for the project on each source site;
- (e) the past uses of each source site;
- (f) a copy of the detailed sampling and analysis plan for all fill excavated from each source site, and confirmation from a qualified person retained by the

registered owner of the source site stating that the fill to be transported to the site is suitable for use at the site;

- (g) a letter from the registered owner of the source site confirming (a) to (f);
- (h) the contact details of a person from the source site, which is located in the City of Hamilton, who has knowledge of any past uses of the source site and who is able to provide information with respect to Records of Site Condition of the source site; and
- (i) the proposed haul routes, daily truck volume and hours of operation of truck traffic to and from the site.

### **Site Alteration as Normal Farm Practice**

(4) If an application for a site alteration permit is made for a site where an agricultural operation is carried on or is intended to be carried on and the proposed site alteration is part of a normal farm practice, the application shall contain:

- (a) the contact details of the farmer responsible for the agricultural operation;
- (b) a statement of nature of the agricultural operation;
- (c) the farm business registration number of the agricultural operation;
- (d) a description of the normal farm practice; and
- (e) any plans or evidence supporting the normal farm practice, including the qualifications of any person providing such plans or evidence.

### **Waiver of Application Requirements**

16 Despite section 15, the Director may waive any application requirement the Director determines to be unnecessary in the circumstances of the proposed site alteration.

### **Application Form**

17 An application shall be made in such form as may be determined by the Director from time to time.

### **Appeal for Normal Farm Practices**

18 (1) Where section 14 or subsection 15(4) applies, if the Director refuses to issue a site alteration permit, the applicant may appeal the refusal to the Planning Committee or any successor Committee by requesting an appeal in writing to the Clerk within 30 days of being notified of the refusal.

(2) Upon receipt of a written request for an appeal, the Clerk shall:

- (a) schedule a hearing of the appeal before the Committee;

- (b) give the applicant notice of the appeal date at least 7 days prior to the hearing date; and
- (c) give notice of the request for an appeal to the Director, who shall forward the complete application and reasons for refusal to the Clerk for distribution to the Committee.

(3) If the applicant does not attend the appointed time and place for the appeal, the appeal may proceed in the absence of the applicant and the applicant shall not be entitled to further notice in the proceeding.

(4) On an appeal, the Committee has all the powers and duties of the Director in considering whether to issue a site alteration permit to the applicant.

(5) The applicant shall not be entitled to a further hearing on the matter before Council.

(6) The decision of the Committee, once confirmed by Council, is final and binding.

## **Fee, Security and Agreement**

### **Site Alteration Agreement**

19 Prior to the issuance of a site alteration permit, the Director may require the applicant, registered owner of the site, and such other persons as the Director deems appropriate to enter into a site alteration agreement with the City, which may be registered on title to the site, which agreement may address any of the matters relevant to this By-law, including indemnification of the City and insurance, and the Director is authorized to enter such agreement.

### **Application Fee**

20 (1) The Director shall determine the application fee to be paid by the applicant in accordance with Schedule "A".

### **Fee Where Contravention**

(2) Where an applicant applies for a site alteration permit for a site where site alteration has occurred in contravention of this By-law, the application fee to be paid by the applicant shall be twice the amount otherwise payable, subject to the discretion of the Director.

### **Security**

21 (1) An applicant shall provide financial security to the City to ensure compliance with this By-law, including to ensure:

- (a) maintenance of construction site control and security measures;
  - (b) remediate fouling or damage to municipal roads and other infrastructure;
- and

- (c) rehabilitation and restoration of the site to a condition consistent with this By-law.

### **Amount of Security**

(2) The Director shall determine the amount of the security to be provided to the City by the applicant, being:

- (a) fifty percent of the value of the earthworks involved in the proposed site alteration; plus
- (b) one hundred percent of the estimated cost to restore lands and infrastructure affected by the earthworks

### **Form of Security**

(3) Security shall be provided in cash or an irrevocable letter of credit issued by a financial institution or equivalent in a form satisfactory to the City Solicitor.

### **Drawing Upon Security**

(4) The City may draw upon the security to remedy any breach of this By-law, including a breach of the terms of an issued site alteration permit or a site alteration agreement with the City, and the for payment of any costs set out in section 36.

### **Release of Security**

(5) The City shall not release the security until,

- (a) site alteration is complete in accordance with the site alteration permit;
- (b) if applicable, the permit holder has provided a certificate of compliance prepared by the person who prepared the control plan required by clause 15(2)(h), or a person of equivalent qualifications, confirming that site alteration has been completed in accordance with the approved control plan; and
- (c) the City has carried out a final inspection of the site, and the Director is satisfied that the site alteration is in accordance with this By-law, the site alteration permit and the site alteration agreement, if applicable.

### **Compliance Letter**

22 Upon paying any applicable fee, a permit holder may obtain a letter from the Director confirming that a final inspection has been carried out and the Director is satisfied that the site alteration is in accordance with this By-law, the site alteration permit and the site alteration agreement, if applicable.

## **Site Alteration Undertakings**

### **Public Notice**

23 (1) At least 14 days prior to commencing site alteration pursuant to an issued site alteration permit, the permit holder shall provide written notice, at the permit holder's expense, of the approved site alteration undertaking to neighbouring property owners likely to be impacted by the site alteration undertaking in a form approved by the Director.

### **Same**

(2) Prior to commencing site alteration pursuant to an issued site alteration permit, the permit holder shall provide certification to the Director that subsection (1) has been complied with, including a list of the addresses or a map showing the properties where the written notice has been delivered.

### **Pre-Construction Meeting for General Application**

24 (1) No person shall undertake site alteration pursuant to a site alteration permit to which section 15 applies without first participating in pre-construction meeting with Growth Management Division staff and obtaining the approval of the Director to commence site alteration.

### **Notification for Minor Agricultural Application**

(2) No person shall undertake site alteration pursuant to site alteration permit to which section 14 applies without first notifying the Director 48 hours in advance of commencing site alteration

### **Fill From Outside Hamilton Prohibited**

25 (1) No person shall transport fill or topsoil to a site from any other source site that is located outside the City of Hamilton.

(2) Subsection (1) shall not apply to a Site that is within an area having any of the Employment Area designations shown on Schedule E-1 of the Urban Hamilton Official Plan, as amended.

### **General Conditions**

26 No person shall undertake site alteration or cause site alteration to be undertaken except in accordance with the following conditions:

- (a) no fill deposited on the site shall contain garbage, asphalt, glass, plastic, metals, petroleum products, putrescible material, soluble or decomposable chemical substances, or similar materials;
- (b) no fill transported to the site from any other source site or moved from one area of the site to another shall exceed the soil quality standards determined in accordance with section 28;

- (c) topsoil shall be removed and stockpiled on the site from all areas likely to be disturbed by any other site alteration, and shall be replaced on the site to the extent practicable;
- (d) the permit holder shall maintain such written or electronic records of fill transported to the site from any other source site as the Director may require;
- (e) fill transported to the site from any other source site or moved from one area of the site to another shall be finally placed in accordance with the approved control plan within 14 days of being deposited or moved, except as stockpiled in accordance with the approved control plan;
- (f) fill deposited on the site shall be compacted in accordance with good engineering practices;
- (g) site alteration shall not cause adverse impacts, on the site or any other lands, on any of the following:
  - (i) surface water drainage;
  - (ii) groundwater or a water source intended for agricultural use or human consumption;
  - (iii) bodies of water or watercourses;
  - (iv) private, municipal or utility infrastructure;
  - (v) buildings or other structures;
  - (vi) trees or vegetation;
  - (vii) wildlife;
  - (viii) agricultural production;
- (h) no site alteration shall be undertaken:
  - (i) on any Saturday, Sunday, or statutory holiday;
  - (ii) using highways to transport fill to or from the site except those highways approved as a haul route by the Director, and in accordance with Traffic By-law No. 01-215;
  - (iii) in contravention of the Noise By-law No. 11-285;
  - (iv) at any time when a wind warning issued by Environment Canada is in effect for the area of the site; or

- (v) during or within 48 hours of the site receiving 15 mm or more of precipitation within a 24-hour period.

### **Potential Contamination**

27 (1) If, at any time, any person performing site alteration, or an employee, agent or contractor of a person performing site alteration makes an observation of the site or any fill being excavated, moved, transported or deposited on the site, including any visual or olfactory observation, that the fill may be affected by contaminants, the site alteration shall stop immediately.

### **Notice to Director**

(2) Any person who makes an observation described in subsection (1) and the permit holder shall immediately notify the Director if there has been an observation described in subsection (1).

### **Remediation**

(3) The permit holder shall take steps to remove and remediate the potentially contaminated fill to the satisfaction of the Director.

### **Prohibition**

(4) No person shall resume site alteration until authorized by the Director.

### **Soil Quality Standards**

28 The soil quality standards referred to in clause 26(b) shall be the standards set out in Table 1 of the Soil, Ground Water and Sediment Standards, referenced in O. Reg. 153/04, as applicable to the use of the site described in the permit application unless the applicant submits an excess soil management plan prepared by a qualified person and demonstrates to the satisfaction of the Director that a less stringent standard is appropriate.

### **Additional Conditions**

29 (1) In addition to the general conditions set out in Section 26, the Director may impose such conditions to the issuance of a permit as in the Director's opinion are reasonable to ensure compliance with this By-law.

### **Variance of Conditions**

(2) The Director may vary any of the conditions set out in section 26 provided that the general intent of this By-law is still met.

### **Restoration Upon Revocation or Incompleteness**

30 If a permit is revoked by the Director or the permit holder is unable to or determines not to complete the approved site alteration proposal, the permit holder shall promptly restore the site to a condition consistent with this By-law to the satisfaction of the Director.

### **Permit Expiry**

31 (1) A site alteration permit shall be valid for a period of 2 years from the date of issuance.

### **Permit Renewal**

(2) A site alteration permit may be renewed for a period of 2 years upon application within 90 days of the date of expiry.

### **Not Transferrable**

(3) A site alteration permit is issued for a particular site and is not transferrable to another site.

### **Deemed Revocation**

(4) A site alteration permit shall be deemed to be revoked upon the transfer of ownership of the site unless the new owner provides a written undertaking to comply with all of the terms of the site alteration permit, including assuming any agreement executed by the former owner, and the requirement to provide security.

## **Administration and Enforcement**

### **Administration**

32 This By-law shall be administered and enforced by the Director, who may designate inspectors for the purposes of this By-law from time to time.

### **Experts and Consultants**

33 The Director may engage such persons possessing special or expert knowledge, including legal counsel, that the Director requires to

- (a) evaluate or peer review a site alteration permit application;
- (b) provide advice as to any matter relevant to a site alteration permit application, site alteration permit or site alteration agreement;
- (c) perform inspections, testing or sampling required to enforce this By-law;
- (d) provide advice or project management with respect to work carried out by the City pursuant to subsection 35(3)0; or
- (e) otherwise enforce this By-law.

### **Entry on Land**

34 (1) An inspector may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not any of the following are being complied with:

- (a) this By-law;

- (b) a condition of a site alteration permit;
- (c) an order under the *Municipal Act, 2001* or this By-law;
- (d) a site alteration agreement.

### **Inspection Powers**

(2) An inspector carrying out an inspection under subsection (1) may:

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any person concerning a matter related to the inspection; and
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

### **Biosecurity Practices**

(3) An inspector or other person entering upon land where an agricultural operation occurs shall observe appropriate biosecurity practices.

### **Orders**

35 (1) An inspector who is satisfied that a contravention of this By-law has occurred may make one or more orders requiring any person who contravened the By-law,

- (a) to discontinue the contravening activity, or
- (b) to do work to correct the contravention.

### **Immediate Effect**

(2) An order under subsection (1) may take immediate effect.

### **Remedial Action**

(3) If a person fails to comply with an order under subsection (1), the Director or persons acting upon the Director's instructions may enter on land at any reasonable time to do the things required by the order at the person's expense.

### **Recovery of Costs**

36 The City may recover any of the following costs by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes:

- (a) its actual costs plus 15% for administration and staff costs plus interest at the rate of 15% per year to engage persons possessing special or expert knowledge pursuant to section 33;
- (b) its actual costs plus 50% for project management, administration and staff costs plus interest at the rate of 15% per year for work performed by the City pursuant to subsection 35(3).

## **Offences and Penalties**

### **Offence**

37 (1) Any person other than a corporation who contravenes any provision of this By-law or an order made under this By-law is guilty of an offence and on conviction is liable to a maximum fine of \$10,000 for a first offence, and \$25,000 for a subsequent offence.

### **Officers and Directors**

(2) Any officer or director who knowingly concurs in the contravention of this By-law or an order made under this By-law is guilty of an offence and on conviction is liable to a maximum fine of \$10,000 for a first offence and \$25,000 for a subsequent offence.

### **Corporations**

(3) Any corporation which contravenes any provision of this By-law or an order made under this By-law is guilty of an offence and on conviction is liable to a fine of \$50,000 for a first offence and \$100,000 for any subsequent offence.

### **Economic Advantage**

(4) In addition, if any person convicted of an offence under this By-law has gained economic advantage from the contravention of the By-law, they are liable to a special fine equal to the economic advantage gained.

### **Continuing Offence**

38 Each day or a part of a day that a contravention of this By-law continues is deemed to be a separate offence.

### **Administrative Penalties**

39 In the alternative to a charge for the offences described in section 37, an inspector may issue an administrative penalty notice for any contravention of this By-law.

### **Administrative Provisions**

#### **Severability**

40 In the event that any provision or part of a provision in this By-law is found to be invalid or unenforceable then the particular provision or part thereof shall be

deemed to be severed from the remainder of the By-law and all other provisions or parts thereof shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

### **Administrative Penalty Table**

41 Administrative Penalty By-law No. 17-225 is amended by adding Table 20:

TABLE 20: BY-LAW NO. 19-286 PROHIBITING AND REGULATING THE ALTERATION OF PROPERTY GRADES, THE PLACING OR DUMPING OF FILL, AND THE REMOVAL OF TOPSOIL					
ITEM	COLUMN 1 DESIGNATED BY-LAW & SECTION		COLUMN 2 SHORT FORM WORDING	COLUMN 3 EARLY PAYMENT	COLUMN 4 SET PENALTY
1	19-286	11(1)	Site alteration without permit	\$400.00	\$500.00
2	19-286	25	Transporting Fill to a site from a source site that is located outside the City of Hamilton	\$400.00	\$500.00

### **Transition**

42 (1) Despite section 44, the provisions of By-law No. 03-126, as amended, continue to apply to a permit issued pursuant to that By-law.

### **No Renewals**

(2) The Director shall not grant any extensions or renewals of permits issued under By-law No. 03-126.

### **Schedules**

43 (1) The following Schedules are attached to and form part of this By-law:

- (a) Schedule “A” – Site Alteration Permit Application Fees
- (b) Schedule “B” – Financial Security

(2) Schedule “A” and any other fees arising from this By-law may be amended by Council through the City’s User Fees and Charges By-law from time to time.

(3) Schedule “B” may be revised by the Director.

### **Repeal**

44 City of Hamilton By-law No. 03-126, as amended, is repealed.

### **Coming Into Force**

45 This By-law comes into force on the day it is passed.

**PASSED** this 28<sup>th</sup> day of November, 2019.

**Schedule "A" to By-law No. 19-286**

**Site Alteration Permit Application Fees**

- I. Minor Permit Fee for Residential Applications and Minor Agricultural Applications  
\$696.00 (includes HST)
- II. Major Permit Fee for non-residential applications and Major Agricultural Applications - \$2770.00 (includes HST)

## Schedule "B" to By-law No. 19-286

### Financial Security

Security deposit to be used by the City as in accordance with Section 21 of the Agreement, which amount is calculated to be the sum of 50% of the value earthworks and 100% of the value of restoration of the lands affected by earthworks.

Item	Amount	Basis
Earthworks		Cost of importing/exporting per cubic meter (50%)
Restoration		Grade and seed (100%)
Soil Testing		As per recommendations of Soil Management Plan (100%)
Siltation Erosion Control		Cost of implementation of Erosion and Siltation Control measures (100%)
Municipal Road Remediation		Remediate fouling or damage to municipal roads and other infrastructure