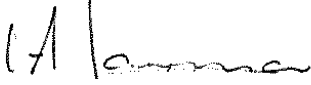





# COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	September 12, 2023
<b>SUBJECT:</b>	Updated Organizational Charts for Development Planning, Heritage and Urban Design and Development Engineering Sections (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Ashraf Hanna Director, Growth Management & Chief Development Engineer Planning and Economic Development Department
<b>SIGNATURE:</b>	
<b>SUBMITTED BY:</b>	Steve Robichaud Director, Planning and Chief Planner Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to provide Council with updated Organizational Charts for the Development Planning and Heritage and Urban Design Sections within the Planning Division, and the Development Engineering Section within the Growth Management Division. The new structure is a result of organizational changes announced in 2022.

A map showing the geographic areas is attached as Appendix “A” and an updated organizational chart has been attached as Appendix “B”.

## Development Planning Section (Planning Division)

The Development Planning Section within the Planning Division is responsible for development matters such as Official Plan Amendment applications, Zoning By-law Amendment applications, and Plans of Subdivision.

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Updated Organizational Charts for Development Planning, Heritage and Urban Design and Development Engineering Sections (City Wide) - Page 2 of 3**

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The Section is led by the Director of Development Planning Anita Fabac.

The Section is divided geographically into two teams:

- West Development Team and Business Facilitation (Manager Tricia Collingwood) – Responsible for applications in Wards 1, 2, 3, 8, 12, 13, 14, 15 and a portion of Ward 11, as well as Business Facilitation; and,
- East Development Team (Manager Rino Dal Bello) – Responsible for applications in Wards 4, 5, 6, 7, 9, 10, 11.
  - Within the East Team, Wards 9, 10 and 11 will be led by Tim Vrooman (Area Planning Manager) and Wards 4, 5, 6 and 7 will be led by Spencer Skidmore (Area Planning Manager).

**Heritage and Urban Design Section (Planning Division)**

The Heritage and Urban Design Section within the Planning Division is responsible for development matters such as Site Plan Applications, as well as Built Heritage and Natural Heritage matters.

The Section is led by the Director of Heritage and Urban Design Ken Coit.

The Section is divided into two teams:

- Heritage and Urban Design (Manager Jana Keleman); and,
- Site Plan (Manager Sean Kenney).

**Development Engineering Section (Growth Management Division)**

The Development Engineering Section within the Growth Management Division is responsible for the engineering review of all types of development applications including subdivisions, Committee of Adjustment applications, site plans as well as issuance of water and sewer permits, road cut permits, water meter permits; preparation and execution of various development agreements for third-party delivery of growth-related municipal infrastructure.

The Section is led by Director of Development Engineering Binu Korah.

Similar to the Development Planning Section, the Development Engineering Section is divided geographically into two teams:

**SUBJECT: Updated Organizational Charts for Development Planning, Heritage and Urban Design and Development Engineering Sections (City Wide) - Page 3 of 3**

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- West Development Engineering Team (Manager currently vacant) – Responsible for applications in Wards 1, 2, 3, 8, 12, 13, 14, 15 and a portion of Ward 11
- East Development Engineering Team (Manager Monir Moniruzzaman) – Responsible for applications in Wards 4, 5, 6, 7, 9, 10 and a portion of Ward 11

As shown in Appendix “A”, a portion of Ward 11 has been included in the West Development Teams area for both Development Planning and Development Engineering in order to keep the entire Airport Employment Growth District (AEGD) under the purview of the West Development teams. Otherwise, the boundary line between the East and West Development Areas follows Ward boundaries.

For further information regarding Development Planning, please contact Anita Fabac, Director of Development Planning by phone at 905-546-2424 Ext. 1258, or by email at [Anita.Fabac@hamilton.ca](mailto:Anita.Fabac@hamilton.ca).

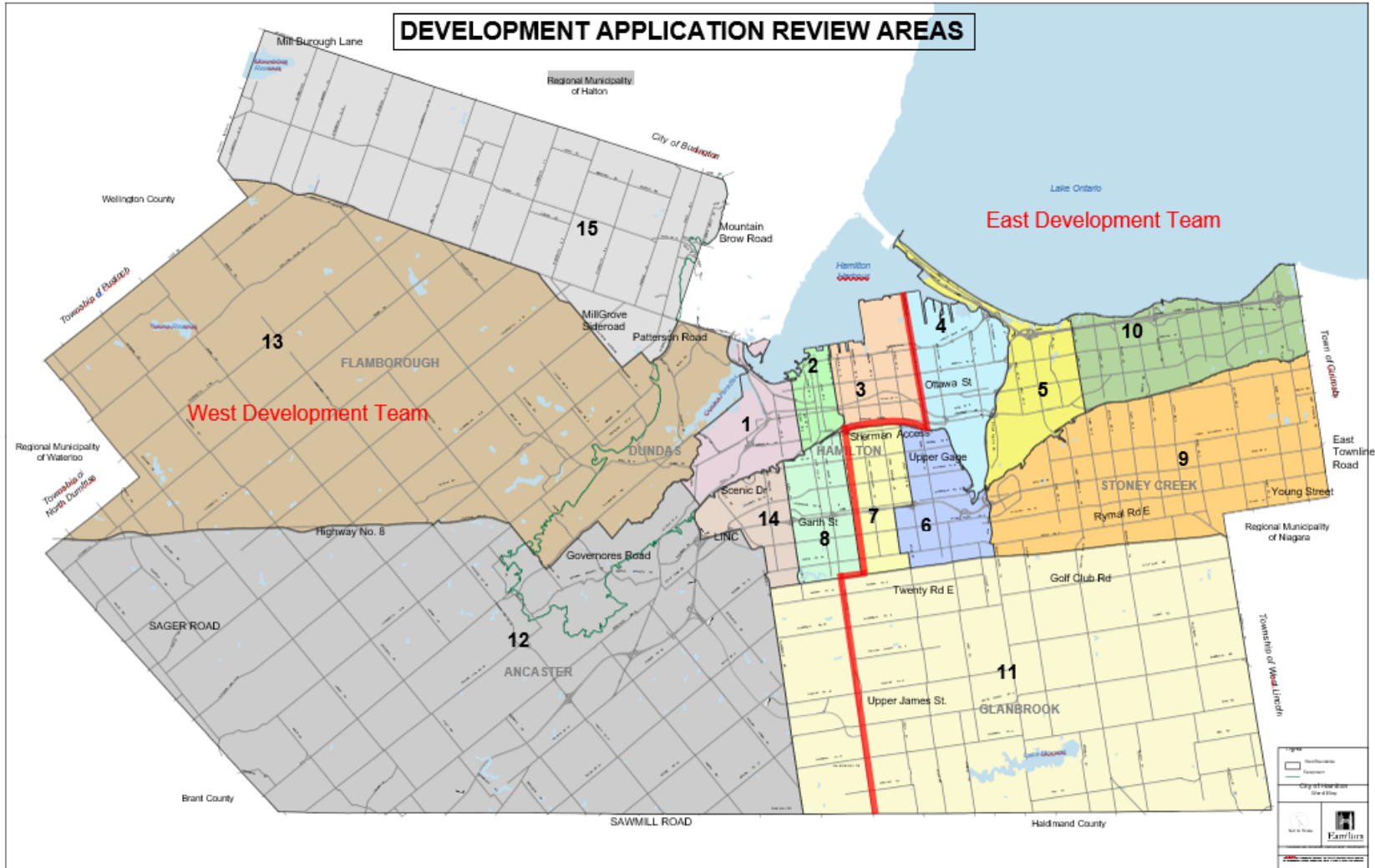
For further information regarding Heritage and Urban Design, please contact Ken Coit, Director of Heritage and Urban Design by phone at 905-546-2424 Ext. 7557, or by email at [Ken.Coit@hamilton.ca](mailto:Ken.Coit@hamilton.ca).

For further information regarding Development Engineering, please contact Binu Korah, Director of Development Engineering at (905) 546-2424 Ext. 1322 or by email at [Binu.Korah@hamilton.ca](mailto:Binu.Korah@hamilton.ca).

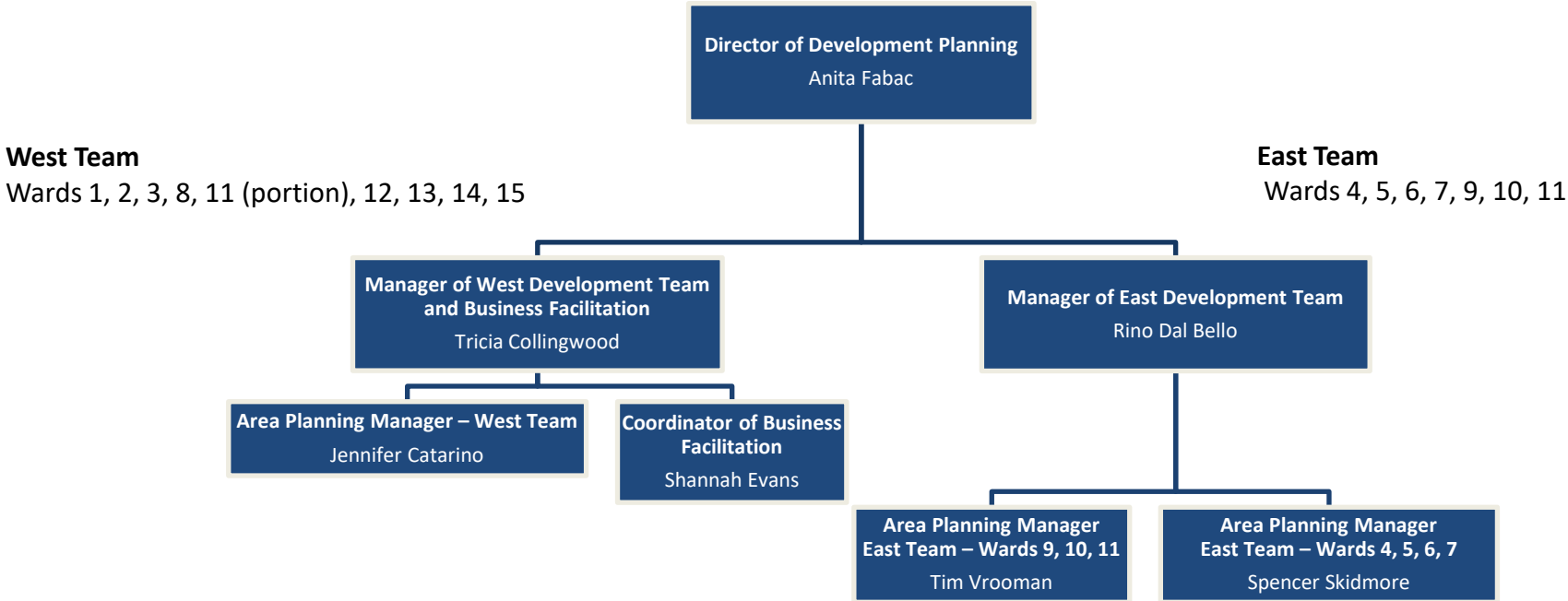
**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” – Geographic Boundaries  
Appendix “B” – Updated Organizational Charts

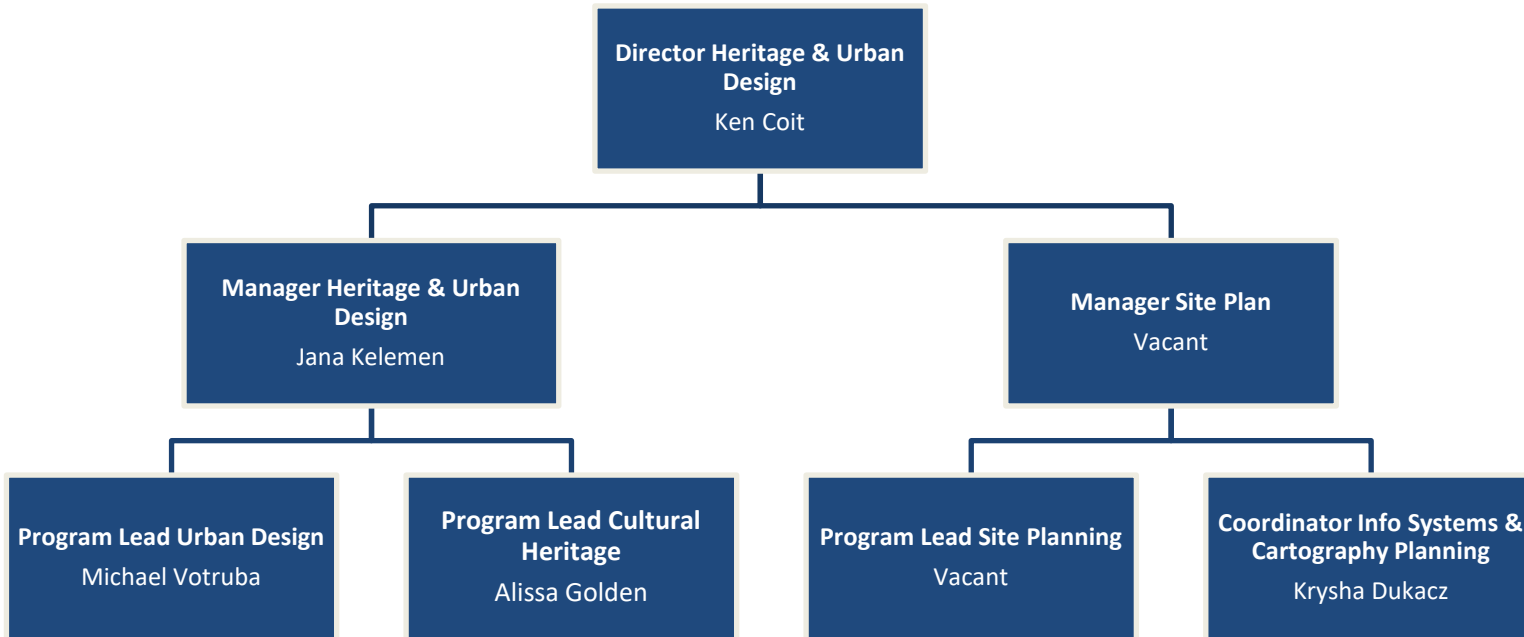
# Development Review Team Areas



# Development Planning Section (Planning Division)



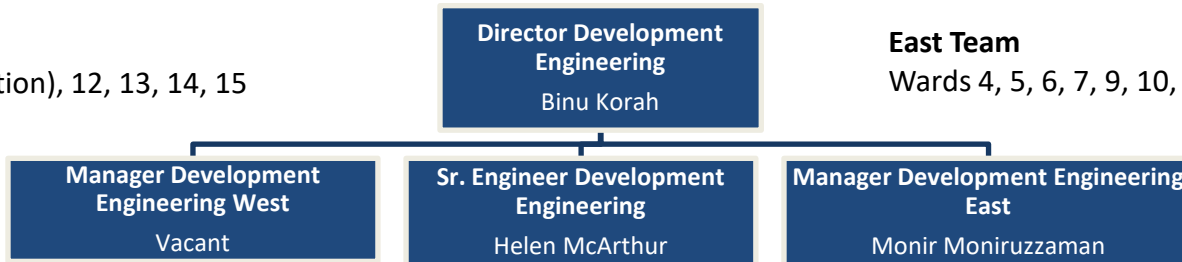
# Heritage & Urban Design Section (Planning Division)



# Development Engineering Section (Growth Management Division)

## West Team

Wards 1, 2, 3, 8, 11 (portion), 12, 13, 14, 15



## East Team

Wards 4, 5, 6, 7, 9, 10, 11