



Hamilton

GUIDELINES FOR COMMUNITY CONSULTATION

PURPOSE AND OBJECTIVE:

The purpose of this document is to provide a guideline for Community Information Meetings held by a proponent prior to the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, or Site Plan. All Community Information Meetings shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a submitted application being deemed incomplete.

The goal of a Community Information Meeting is to inform the public about a potential proposal and record the comments and views from the public regarding the proposal.

REQUIREMENTS:

- A. Individual invitations to attend the meeting must be provided to the City’s Manager of Development Planning, Heritage and Design, the Ward Councillor, and all owners, Neighbourhood Associations and Business Improvement Area Associations within one hundred and twenty (120) metres of the subject property.
- B. Minutes of the meeting shall be taken and the recorded views of named persons referenced.
- C. Comment cards/forms shall be made available for those in attendance at the meeting.
- D. The following items shall be submitted with an application where Community Consultation has been required prior to the formal submission of an application:
 - 1. An address list of people/organizations invited to the meeting;
 - 2. A copy of the materials presented at the meeting;
 - 3. Minutes of the meeting;
 - 4. A copy of all written comments received;
 - 5. A written summary of all of the comments received verbally and in writing; and,
 - 6. A description of any modifications made to the proposal as a result of the meeting.