

# Updates to Public Notice Requirements for Planning Applications

**Presentation to the Development Industry Liaison Group (DILG)**

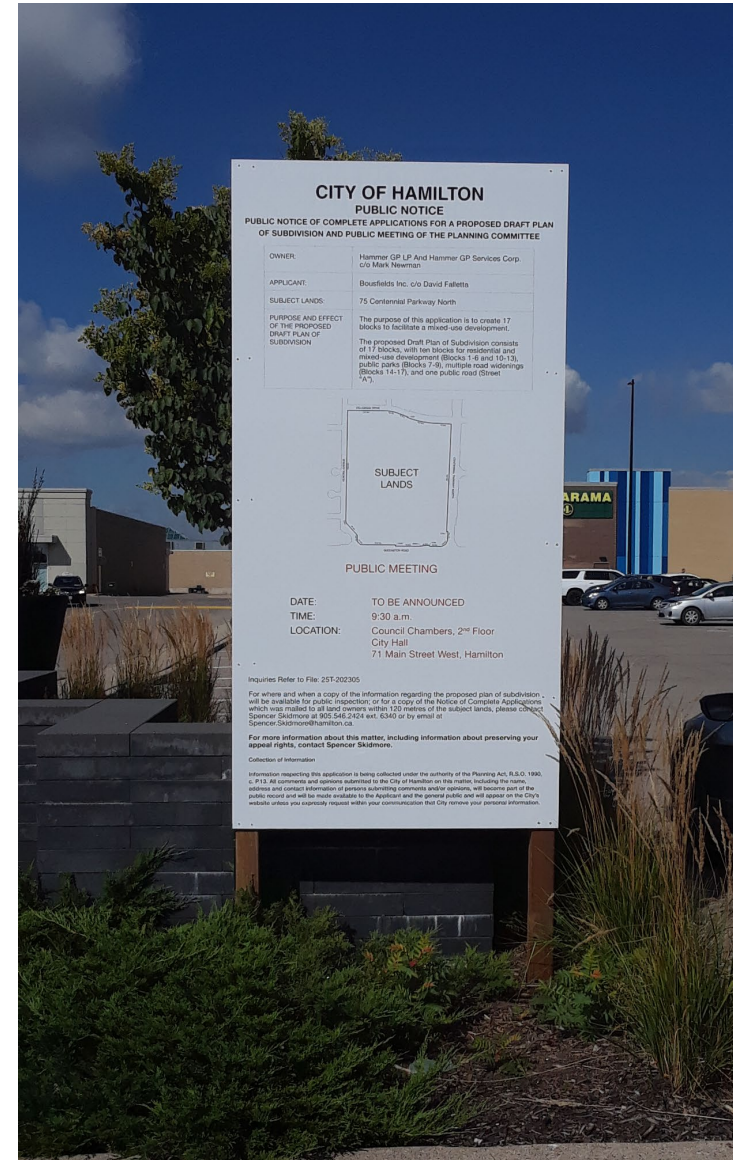
**January 20, 2025**

# Background

- Staff were tasked with reviewing the Planning Division's current public notice requirements, conducting a best-practice review of surrounding municipalities, and bringing forth recommendations to improve the Division's public notification processes related to planning applications.
- The review focused on the public notice sign, mailed Notices of Complete Application and Public Meeting, and the circulation radius for Notices.

# Current State: Public Notice Sign

- text heavy, text size tends to be small, vertical orientation not ideal, lack of colour, not visually appealing
- difficult to view from the street, inconsistent placement, sign updates not always completed in professional manner, signage not removed after decision



# Proposed Updates: Public Notice Sign

Use of common phrases that align with mailed Notices  
“A change is proposed”  
“Have your say”

Use of colour, varying text sizes, and icons to create a more visually appealing sign.

## Public Notice

A change is proposed in your neighbourhood



Inquiries Refer to File: UHOPA-25-001, ZBA-25-002

**Subject Lands:** 123 Main Street, Hamilton



**Applicant** Main St Development Group  
c/o Applicant Name

**Details** The applicant proposes to amend the Official Plan and Zoning By-law to develop an eight storey, mixed use building with underground parking

**Applicant Proposal** Date: October 2024

The above rendering represents the applicant's proposal as submitted and may change.

For more information about this application, including appeal rights and when additional information and material will be available to the public for inspection, contact Planner Name at Planner.Name@hamilton.ca or 905.546.1234 ext. 1234



**Have Your Say!**  
Public Meeting



Planning Committee  
**February 25, 2025**  
9:30a.m.



**Hamilton City Hall**  
Council Chambers, 2<sup>nd</sup> Floor  
71 Main Street West, Hamilton

[hamilton.ca/city-council/news-notice](https://hamilton.ca/city-council/news-notice)

Use of colour rendering to provide a better visual of the proposed development.

Use of plain language with short description of proposal. No jargon or references to designations or zones.


Website info to “News & Notices” page. Eventually link to project page.

# Current State:

## Notice of Complete Application and Notice of Public Meeting

- Contains required *Planning Act* information (formal language and technical jargon) that may not provide easy to read information or direction to the general public.
- No consistent branding to connect the Notices and sign.
- 120 metre circulation radius as per the *Planning Act*.

Office of the City Clerk  
71 Main Street West,  
Hamilton, Ontario L8P 4Y5  
Phone: 905-546-2424 Fax: 905-546-2055  
www.hamilton.ca



October 6<sup>th</sup>, 2023

File(s): ZAC-23-040

**NOTICE OF PUBLIC MEETING OF THE PLANNING COMMITTEE**

DATE: October 17, 2023  
TIME: 9:30 a.m.  
LOCATION: Council Chambers, 2nd Floor  
City Hall, 71 Main Street West, Hamilton

The City of Hamilton is now conducting meetings in a hybrid format via an in-person and Webex platform. All Hybrid Meetings can be viewed at:  
City's Website: [www.hamilton.ca/MeetingAgendas](http://www.hamilton.ca/MeetingAgendas)

Owner: C. Valery Construction Ltd.  
Applicant/Agent: **Boufford, Inc.**  
Subject Property: 851 Lawrence Road, Hamilton

**Purpose and Effect of Application:**  
Zoning By-law Amendment (File No. ZAC-23-040)

The purpose of this application is to change the zoning from the Multiple Dwellings 'E-2/S-131' District in former Hamilton Zoning By-law No. 0593 to the Mixed Use Medium Density (C5, 877, H183) Zone, Modified, Holding and the Mixed Use Medium Density (C5, 881) Zone, Modified in the City of Hamilton Zoning By-law No 05-200.

The effect of the proposal is to facilitate a 272 unit, 13 storey multiple dwelling with indoor and outdoor amenity areas and a total of 374 parking spaces proposed in a combination of surface parking areas, underground parking areas and within an enclosed above grade structure.

The proposed By-law to amend the Zoning By-law, and information and material related to it, will be available in the staff report for public inspection.

Please refer to the attached Location Plan.

Re: Notice of Public Meeting for Zoning By-law Amendment, by C. Valery Construction Ltd. c/o **Boufford, Inc.**, for Lands Located at 851 Lawrence Road, Hamilton, (Ward 4) Page 2 of 3

**Public Input:**

The Planning Committee will consider this application at a hybrid Public Meeting at the above noted date and time. You may submit written comments to the Legislative Coordinator, Planning Committee, City of Hamilton, 71 Main Street West, 1<sup>st</sup> Floor, Hamilton, Ontario, L8P 4Y5 or by email to [clerk@hamilton.ca](mailto:clerk@hamilton.ca). Comments must be received by noon Monday October 16<sup>th</sup>. Any written comments received after the deadline will be included on the Wednesday October 25<sup>th</sup> Council agenda.

You may also submit a pre-recorded video with your comments. Please see the attached information sheet for instructions.

Oral submissions may also be given by pre-registering with the Clerk's office. Please see the attached information sheet on how to pre-register.

Please note that the owner of any land that contains seven or more residential units must post the notice in a location that is visible to all residents.

If you wish to be notified of the decision of the City of Hamilton on the proposed zoning by-law amendment, you must make a written request to the Legislative Coordinator, Planning Committee, 71 Main Street West, 1<sup>st</sup> Floor, Hamilton, Ontario, L8P 4Y5 or by email to [clerk@hamilton.ca](mailto:clerk@hamilton.ca).

**Appeals:**

In accordance with the provisions of the *Planning Act*,

**Zoning By-Law Amendment Application**

- i. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed by-law is passed, the person or public body is not entitled to appeal the decision of Council, City of Hamilton to the Ontario Land Tribunal (OLT).
- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal (OLT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Collection of Information**

Information respecting this application is being collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public and will appear on the City's

# Best Practice Review

Municipality	Use 120m circulation radius	Alternate circulation radius	Other information
City of Hamilton	✓	✗	
City of Toronto	✓	✗	
City of Mississauga	✓	✗	
Town of Oakville	✗	✓	240m
Town of Markham	✗	✓	200m
City of Kitchener	✗	✓	240m
City of Vaughan	✗	✓	150m
City of Burlington	✓	✓	300m in Rural Areas 300m in N. Aldershot
City of London	✓	✓	Official Plan criteria

# Proposed Update: Public Notices

Simplified timeline of application process

Use of common header, phrases, icons to connect with Public Notice Sign.

Colour rendering to provide visual representation of proposed development

Use common phrases with information broken down into Q&A style.

## Public Notice

A change is proposed in your neighbourhood.


**Notice of Complete Application for an Official Plan Amendment and Zoning By-law Amendment.**


**Proposal:** The Applicant, Main St Development Group, is proposing to amend the Official Plan and Zoning By-law to develop an eight storey mixed use building with underground parking.

**Regarding:** 123 Main Street, Hamilton  
File No: UHOPA-25-001 and ZBA-25-002

**Why am I receiving this?** A change is proposed in your neighbourhood. The City of Hamilton mails out notices to all property owners within 240m of the subject land. This notice is the first step in the application process and is an opportunity for you to provide any comments you may have early in the process.

**Notice to Property Owner with rental units.** If you received this Notice and are the owner of a property containing rental units, please post this notice where all occupants can see it.

**Location of the proposal:** 

**Applicant's rendering (proposed)** 

**Learn more. Share your thoughts. Stay Involved.**


**Want to learn more about the proposal?** The proposed application, including supporting information, are available by contacting the Planning Division (contact listed below). You can also visit the Planning Division office at City Hall between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday.

**Want to share your thoughts?** You are invited to share your thoughts about the proposed development. Your comments will be considered by the Planning Division and will be included in the staff report. Submit your comments by **January 20, 2025** to the Planning Division (contact listed below) referencing the Address and File Number. Be sure to review the "Appeal Rights" and "Collection of Personal Information" section of this letter.

**Want to stay involved in next steps?** Mark your calendars - A Public Meeting is scheduled for **February 25, 2025**. A separate Notice will be mailed out to confirm this meeting date and provide more information on how to stay involved and have your say.

**Planning Division Contact.** Planner Name, Title, Planning and Economic Development Department, Development Planning, 71 Main Street West, 5<sup>th</sup> Floor, Hamilton, ON, L8P 4Y5  
E-Mail: [PlannerName@hamilton.ca](mailto:PlannerName@hamilton.ca)

**Application process.**



**Additional information. Planning Act requirements.**

**Related Applications.** The property is not subject to any other applications under the *Planning Act*.

**Notice of Decision.** If you wish to be notified of the decision of the City of Hamilton on the application(s) you must make a written request to:  
Legislative Coordinator, Planning Committee  
City of Hamilton  
71 Main Street West, 1st Floor, Hamilton, ON, L8P 4Y5  
Or by E-mail: [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

**Appeal Rights.** **Official Plan Amendments / Zoning By-law Amendments**  
In accordance with the provisions of the *Planning Act*, appeals may be made only by specified persons, public bodies, or registered owners of land to which the amendment applies, as defined by the *Planning Act*.

- i. If a person or public body would otherwise have an ability to appeal the decision of Council, City of Hamilton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed official plan amendment is adopted or before the by-law is passed, the person or public body is not entitled to appeal the decision.
- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed official plan amendment is adopted or before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

The general public and other interested parties not defined are no longer eligible to file *Planning Act* Section 17(24), 17(36) and 34(19) appeals. See [Bill 185, Cutting Red Tape to Build More Homes Act, 2024](#) for more information.

**Collection of Personal Information.** Information respecting this application is being collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public and will appear on the City's website unless you request that the City remove your personal information.

**Accessibility Accommodations.** If you need any accommodations to view or obtain materials in alternate format, please contact the Planning Division at [pdgening@hamilton.ca](mailto:pdgening@hamilton.ca).

This Notice was issued by the City of Hamilton's Legislative Coordinator, Planning Committee on January 14, 2025.

Legislative information required by Planning Act.

# Next Steps

- Seeking Council's approval for increased circulation radius.
- Once approved, new templates for Notices and sign will be put into circulation.
- Posting Notices on the City's News and Notices page.
- Applicant's Guide for Sign Specifications.
- Continuous Improvements: improving information available to the public through GIS and mapping pages; project specific webpages; social media; expanding circulation lists.



## Questions?

Contact Jennifer Haan at [Jennifer.Haan@hamilton.ca](mailto:Jennifer.Haan@hamilton.ca)