



WELCOME TO THE CITY OF HAMILTON

# PLANNING COMMITTEE

June 10, 2025

# PED25055

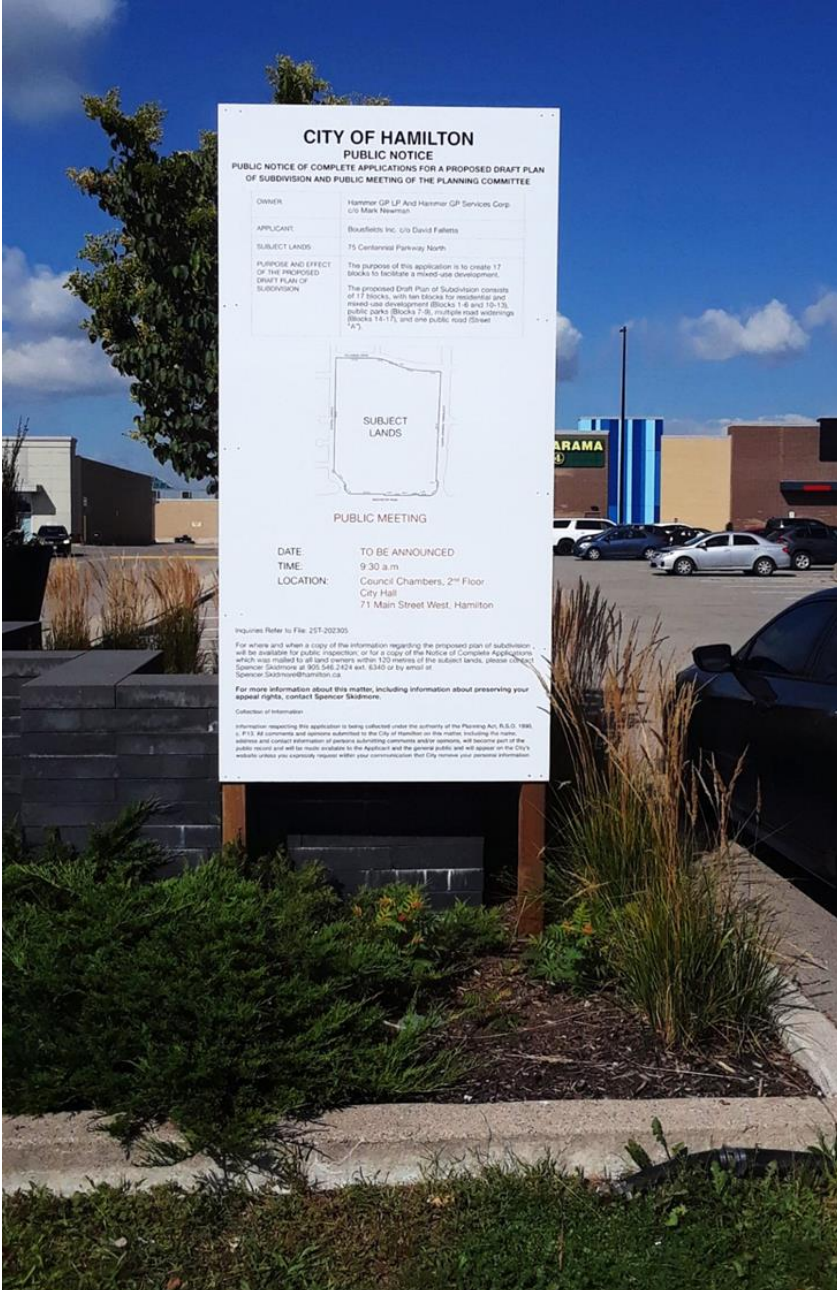
Updates to Public Notice Requirements for *Planning Act* Applications.

Presented by: Jennifer Haan

# Purpose

- Review the Planning Division's current public notice requirements, conduct a best-practice review of surrounding municipalities, and make recommendations to improve the Division's public notification processes related to *Planning Act* applications.
- Focused on the public notice sign, mailed Notices of Complete Application and Public Meeting, and the circulation radius for Notices.
- Report also addresses and Outstanding Business List Item related to Canada Post mail service disruptions.

# Current state: Public Notice Sign



- Contains significant amount of text, font size is small, language used is often technical in nature, lacks colour and visual interest.
- Vertical orientation and mounting specifications result in a sign that is not at eye level.
- Inconsistent placement on site, sign updates not always completed in professional manner, signage not removed after decision.

# Current state: mailed Notices

Re: Notice of Public Meeting of the Planning Committee Page 3 of 3

submissions to the City of Hamilton 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 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 do so.

## Collection of Information

Information  
Planning  
Hamilton  
submitting  
made available  
website  
remove y

## Additional

The staff  
obtained from  
[Planner Name]

Re: Notice of Public Meeting of the Planning Committee Page 2 of 3

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 Official Plan 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).

If you wish to be notified of the decision of the City of Hamilton on the proposed Official Plan 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:

### Official Plan Amendment

In accordance with the Planning Act, as amended, the following applies, as defined in the Planning Act, as amended.

- 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 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 do so.

### Zoning By-Law

In accordance with the Planning Act, as amended, the following applies, as defined in the Planning Act, as amended.

- 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 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 do so.



Office of the City Clerk  
71 Main Street West,  
Hamilton, ON L8P 4Y5  
Phone: 905-546-2424 Fax: 905-546-2095  
[www.hamilton.ca](http://www.hamilton.ca)

File(s): [Insert File Number]

## NOTICE OF PUBLIC MEETING OF THE PLANNING COMMITTEE

DATE: [Insert Date]  
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: [Insert Name]

Applicant/Agent: [Insert Name]

Subject Property: [Address]

Purpose and Effect of Application: [Insert]

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 [Plan Type].

## 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 [Insert Date]. Any written comments received after the deadline will be included on the [Insert Council Date] Council agenda.

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

- Contains significant amount of text, language used is often technical in nature.
- No digital copy of the Notice.
- No connection with other forms of public notice (i.e. signage).

# Proposed Updates: Public Notice Sign

## Public Notice

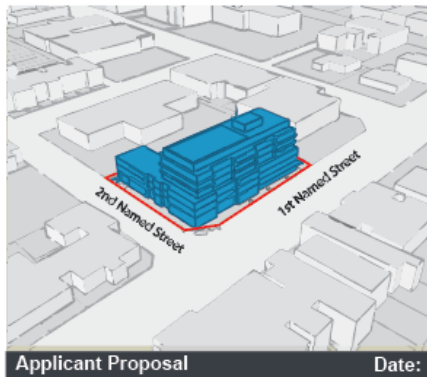
A change is proposed in your neighbourhood



Inquiries Refer to File: **Insert File No(s)**

### Subject Lands:

**Insert Address(es)**



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 **Insert Planner Name**, email and phone number.

**Applicant** **Insert Applicant Name**

**Details** **Insert brief description of proposal, using plain language.**



**Have Your Say!**  
Public Meeting




Planning Committee  
**Date**  
**9:30a.m.**



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

[hamilton.ca/url](http://hamilton.ca/url)

# Proposed Updates: mailed Notices



## Public Notice

A change is proposed in your neighbourhood.

### Notice of Complete Application for a [Application Type].



**Proposal:** The Applicant, [Applicant-Name], is proposing to [description of purpose and effect using plain language].

**Regarding:** [Address]  
File No: [File No.]

**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 [Date] 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 [date].  
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: Email.

### Application process.



### Additional information. *Planning Act* requirements.

**Related Applications.** The property that is the subject to this application is also subject to an application for [Enter Application Type: minor variance or a consent, an amendment to an official plan or a Minister's zoning order, site plan, or approval of a plan of subdivision] under the *Planning Act*. File [Enter File No.]  
OR  
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 [pdg@hamilton.ca](mailto:pdg@hamilton.ca).

This Notice was issued by the City of Hamilton's Legislative Coordinator, Planning Committee on [Date].

# Circulation radius comparison

Municipality	Use 120m circulation radius	Alternate circulation radius	Other information
City of Hamilton	✓	✗	
City of Toronto	✓	✗	
City of Mississauga	✓	✗	
Town of Oakville	✗	✓	240 metres
City of Kitchener	✗	✓	240 metres
Town of Markham	✗	✓	200 metres
City of Vaughan	✗	✓	150 metres
County of Brant	✗	✓	125 metres
City of Burlington	✓	✓	300m in Rural Areas 300m in North Aldershot
City of London	✓	✓	Circulation radius may be based on set of criteria in Plan



# Cost Implications

2024 Applications	Zoning By-law Amendment	Official Plan Amendment	Draft Plan of Subdivision	Draft Plan of Condominium
Avg. number of Circulations - 120 m	114	84	109	91
Avg. number of Circulations - 240m	289	209	224	247
<b>Avg. percent increase</b>	<b>153%</b>	<b>150%</b>	<b>106%</b>	<b>134%</b>
Cost per application 120 m cost	\$257	\$188	\$245	\$205
Cost per application 240 m cost	\$805	\$583	\$625	\$689
<b>Avg. cost increase per application</b>	<b>\$550</b>	<b>\$395</b>	<b>\$380</b>	<b>\$485</b>

# Implementation & Next Steps

- Implementing changes starting July 1.
- Next steps for continuous improvements to the public notification / consultation undertakings:
  - Expanding circulation lists.
  - Continue to improve digital information available to the public.
  - Consideration for how social media can be used, exploration of new Provincial Planning Statement policies.
  - Consideration for any recommendations coming out of CityLab and Future Ready for Leadership programs, as well as the Bloomberg Harvard Innovation Track initiative.



Hamilton

# THANK YOU FOR ATTENDING

THE CITY OF HAMILTON PLANNING COMMITTEE