Public Consultation Summary and Comment Response Report

PURPOSE:

This document provides guidance for the preparation of a Public Consultation Summary and Comment Response Report, which may be required for the submission of an application under the *Planning Act*. All Public Consultation Summary and Comment Response Reports shall follow the guidelines contained and referenced in this document.

A Public Consultation Summary and Comment Response Report provides information to ensure that the public is informed of proposals in their community and provided a forum to obtain information and express their views. Applicants will be required to hold a public consultation event prior to submission of a complete application for an Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision; and to submit the required information noted below summarizing event details, the concept presented to the public, comments received from the public, and responses to the feedback received. In addition, applicants should note how any of the feedback received affected the concept resulting in a revised final concept.

PREPARED BY:

Public Consultation Summary and Comment Response Reports may be prepared by an owner, agent, applicant, or member of the owner/applicant consulting team.

CONTENTS:

Public Consultation Summary and Comment Response Reports should include the following information:

Key Messages from the Consultation Activity/Event

- Names and roles of the lead and other participants involved in hosting, presenting, or providing information as part of the activity or event;
- Type of consultation activity or event and tools utilized;
- Date and time of event or launch of activity and end of commenting period;
- Key information presented (e.g. application details, existing land uses and context, community needs, demographics of the area, presentation slide deck, other proposal highlights);
- Key contacts for the public to obtain more information if needed; and,
- Opportunities for the public to provide their feedback and deadlines for that feedback.

Record of Notification

- Record of circulation area receiving notification;
- List of other partners notified (e.g. Neighbourhood Associations, Business Improvement Area, any other stakeholder group identified in the Formal Consultation document);
- Any special efforts made to reach equity-deserving groups such as indigenous communities, persons with disabilities, racialized populations, low-income populations, English language learners, etc.;
- Ward Councillor and Manager of Development Planning notification;
- Methods of notification used to include copies of the advertisements, mailouts, emails, etc.; and,
- Date notification was provided of the consultation activity/event.

NOTE: The City of Hamilton cannot release Municipal Property Assessment Corporation (MPAC) data to a third party for the purposes of mailing lists for an applicant's public consultation. Applicants may contact MPAC directly to obtain this information.

Record of Consultation

- Copy of presentation;
- Screenshots of website traffic data/stats, if applicable;
- Sign in sheet of meeting participants;
- Meeting minutes; and,
- Copy of all feedback received verbally and written (personal information to be blacklined or redacted from any submitted comments).

Response to Comments

- Summary of the comments/feedback received;
- Responses to comments detailing options to mitigate impacts/concerns; and,
- Description of modifications made to the proposal as a result of the responses received.

OTHER INFORMATION:

Notification of the consultation activity/event must be provided to the City's Manager of Development Planning, the Ward Councillor, all property owners, Neighbourhood Associations and Business Improvement Area Associations, and identified stakeholders, within 240 m of the subject property unless an alternative radius is agreed to by the City and applicant.

Notification must be sent a minimum of 10 days prior to the consultation activity/event.

To request mailing list information from MPAC using the following link:
https://www.propertyline.ca/pages_english/products_services/custom_data_request.html

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department

CONTACT:

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