

**PUBLIC CONSULTATION STRATEGY GUIDELINES**

Applicant: UrbanSolutions Planning & Land Development Consultants Inc.  
 Date: October 3, 2022  
 Location: 117 Forest Avenue & 175 Catherine Street South, Hamilton, Ontario  
 Owner: Representative Holdings Inc.

RE: Official Plan and Zoning By-Law Amendment Application Submission

GUIDELINES	URBANSOLUTIONS STRATEGY
Target audience of the consultation	The target audience for this application is the general public and adjacent landowners within 120m of the subject land.
If done, record of consultation efforts made before the application was submitted	No public consultation has been completed prior to the submission of the Official Plan and Zoning By-law Amendment applications.
List the stakeholders and how they are impacted	<p>Primary stakeholders are those within the 120 metres of the circulation area. The community will be impacted by replacing a largely underutilized site with additional residents to add to the surrounding community. All potential impacts have been contemplated by the expert consultant team with necessary mitigations noted in the supporting plans and reports.</p> <p>Collectively all documentation submitted in support of this complete application confirm the proposal is compatible without causing adverse impacts. We look forward to reviewing any public stakeholder comments received.</p>
Tools to be used to consult/engage the public	<p>UrbanSolutions will post a notification sign, following guidelines provided by the City of Hamilton. This sign will provide relevant information related to the purpose and intent of the requested changes to the applicable zoning by-law.</p> <p>In proximity to the public notification sign, UrbanSolutions will post a sign detailing contact information of our firm. This will allow members of the public to call or email and make enquiries regarding the proposal.</p>

	<p>UrbanSolutions will attend and be prepared to provide a presentation at the statutory public meeting and at Planning Committee.</p> <p>UrbanSolutions will prepare a microsite for this project. The link will be provided to the Planner on file and Ward Councillor. The microsite will provide a portal for members of the public to access the submitted reports, studies and supporting information that has been provided to the City. Updates on the project will also be posted on the site, as they occur.</p> <p>In the event the Ward Councillor requests a neighbourhood information meeting, UrbanSolutions would be happy to attend a meeting, present the development proposal and answer questions of the public.</p>
<p>Timing of consultation</p>	<p>Consultation with the public will begin once the application has been deemed complete by the City of Hamilton.</p> <p>The timing of the statutory public meeting will ultimately be determined by the City.</p>
<p>Method to receive document comments</p>	<p>Contact information for UrbanSolutions will be available on the posted notification sign. Comments received will be reviewed and provided to the City.</p>
<p>Proposed participants in consultation and their role</p>	<p>The proposal participants in consultation and their role include:</p> <p><u>Applicant/Agent:</u> The role of the applicant and agent is to facilitate all public Neighbourhood Information meetings and statutory Planning Committee meeting for the proposed applications.</p> <p><u>City of Hamilton Staff:</u> The City’s role in the application process is to review the proposal against applicable policy framework and further consult with the members of the public to answer questions. City staff members are invited to participate in the public Neighbourhood Information meetings.</p> <p><u>Councillor Farr:</u> The role of the City Councillor is to provide input and represents the residents of their ward including providing neighbour concerns to City Staff and the applicants attention.</p>

	<p>Councillor Farr is invited to participate in future public Neighbourhood Information meetings.</p> <p><u>Surrounding Neighbours:</u> The members of the community have a valuable role in the development process to provide their input and through discussions have any questions or concerns addressed. If applicable any interested neighbourhood associations or groups are welcome to provide their input on the proposed development and participate in Neighbourhood Information meetings.</p> <p><u>Consultants:</u> The various members of the project team who have compiled materials in support of the proposed applications. The project team members are available to answer questions and provide further justification as per their area of expertise.</p>
Requested City resources	No resources are requested from the City at this time.
Expected/Potential Issues	No issues are expected at this time.