



Haldimand
County

FILE NO. _____

Planning & Development Division
1 Main Street South
Hagersville, ON N0A 1H0

Phone: 905-318-5932
Fax: 905-768-7328

PUBLIC CONSULTATION STRATEGY – COMPLEX
INFORMATION/COMMITMENT FORM

**OFFICIAL PLAN & ZONING BY-LAW AMENDMENTS, PLANS OF
SUBDIVISION AND CONSENTS**

As per recent changes to the *Planning Act* introduced through Bill 73, *Smart Growth for Our Communities Act, 2015*, a public consultation strategy is required for applications for Official Plan amendments, Zoning By-law amendments, plans of subdivision, and consents before the application is deemed to be 'complete' as defined by the *Planning Act*.

The purpose of this particular change to the *Planning Act* is to highlight the importance of public participation, to provide the public with greater certainty regarding how they will be engaged in the planning process, and to provide municipalities with the opportunity to create locally-tailored public consultation policies.

Formal notifications of planning applications, as prescribed by the *Planning Act*, include:

- 1) Circulation via mail to all landowners within 120 meters of the subject lands; and
- 2) Posting of a public notice sign, which is clearly visible and legible from a public highway or other place to which the public has access.

To meet the expectations of the public consultation strategy requirement, as prescribed by changes made to the *Planning Act* through Bill 73, Haldimand County requires that you hold a private open house to inform the surrounding landowners of your proposal prior to or during the processing of your planning application.

Note that it is a best practice to (at a minimum) invite all residents/landowners within 120 meters of the subject lands and to advertise and/or send out the invitations no later than fourteen (14) days prior to the date of the open house.

Note that Planning staff can assist in the preparation of a mailing list for the open house for a nominal fee. The applicant/agent/owner is responsible for the preparation of the open house invitations. Planning staff will indicate to the applicant/agent/owner, the number of invitations that are to be prepared by the applicant/agent/owner. The invitations must be placed in sealed envelopes with pre-paid postage when they are provided to planning staff for mailing labels. Staff will then create the mailing labels, put them on the envelopes, and take the invitations to the Post Office for mailing. **Please arrange a drop off date for the invitations that is at least one week in advance of the preferred mailing date (i.e. 21 days prior to the open house meeting).**

Note that the applicant and/or agent is required to submit the summary information from the open house in the form of the Complex Form **at least thirty (30) days** prior to the scheduled Council-in-Committee (CIC) meeting. If this information is not provided at least thirty day prior to the CIC meeting, the application may be re-scheduled for a later meeting.

I have read the above information and understand that I must host an open house as part of the 'complete application' and I commit to submitting a detailed summary of the open house information in the form of the Complex Form.

Dated this 11th day of November, 2020
(month) (year)

Diana Morris (T. Johns Consulting)
Please print name

D. Morris
Signature (applicant/agent/owner)

Please discuss your proposal with planning staff in advance of submission of any application, and return this complete form to the:

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Public Consultation Strategy

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A Draft Plan of Subdivision and Zoning By-law Amendment Application was submitted for 7253 Rainham Road in Dunnville on October 22, 2020.

The following is our strategy to engage the public on our proposed development applications:

- A mail out letter will be mailed out to all landowners within 120m of the subject lands with an explanation of the proposed development. The letter will be mailed within 30-45 days of the submitted applications being deemed complete. The letter will include details regarding the proposed development and contact information of the Planning Consultant on file should residents have any questions or concerns.
- All comments received will be recorded and filed per our internal filing policies. Once the consultation process has concluded, a summary memo will be prepared and sent to the County Planner.
- Should the need arise for an open house (virtual), T. Johns will prepare the open house invitations and place them in sealed envelopes with pre-paid postage. We will then provide them to planning staff to create the labels and mail out the invitations.
- A summary information memo from the open house will be submitted to the County Planner in the form of the Complex form at least 30 days prior to the scheduled Council-in-Committee (CIC) meeting.