



City of Hamilton Public Participation Guide for Virtual Meetings during COVID-19

The City of Hamilton is now conducting Standing Committees, Hamilton Municipal Heritage Committee, Heritage Permit Review Sub-Committee and Cross-Melville Heritage Conservation District Advisory Committee, and Committee of Adjustment meetings virtually via the Webex platform. Members of the public are also able to view meetings online.

Please visit <https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas> to access the livestream for **Standing Committees, Committee of Adjustment** and **Hamilton Municipal Heritage Committee**.

Please visit the City's website to access the livestream for **Heritage Permit Review Sub-Committee** and **Cross-Melville Heritage Conservation District Advisory Committee**.

MEMBERS OF THE PUBLIC ARE ADVISED TO CHECK THE CITY'S WEBSITE FREQUENTLY FOR UP TO DATE INFORMATION ON MEETING SCHEDULING AS MEETING DATES AND TIMES MAY CHANGE.

1. STANDING COMMITTEES

Written Submissions

Members of the public who would like to participate in a statutory public meeting or a Standing Committee meeting are able to provide comments in writing via mail or email in advance of the meeting. Comments can be submitted by emailing clerk@hamilton.ca or by mailing the Legislative Coordinator of the respective Standing Committee, City of Hamilton, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5. Comments must be received by noon the day before the meeting. Any written comments received after the deadline will be included on the next Council agenda.

Comments can also be placed in the drop box which is located at the back of the 1st Floor of City Hall, 71 Main Street West. All comments received by noon two business days before the meeting will be included in the agenda.

Pre-Recorded Submissions

Members of the public can participate in a statutory public meeting or a Standing Committee meeting by submitting a pre-recorded video by noon two business days before the meeting. The video must be no longer than 5 minutes in length and will be reviewed before the meeting to ensure it adheres to the City's procedures and protocols in presenting to Council. The video can be submitted by emailing clerk@hamilton.ca or dropping off a USB at the City Hall drop box located at the back of the 1st Floor of City Hall, 71 Main Street West, to the attention of the Legislative Coordinator of the respective Standing Committee. Any videos that do not adhere to the City's procedures and protocols will not be presented at the meeting.

Oral Submissions During the Virtual Meeting

Members of the public are also able to provide oral comments, no longer than 5 minutes in length, regarding statutory public meeting or Standing Committee items by participating through Webex via computer or phone. Participation in this format requires pre-registration in advance. Interested members of the public **must register** by noon two business days before the meeting.

To register to participate by Webex either via computer or phone, members of the public must submit a Request to Speak form which can be found at <https://www.hamilton.ca/council-committee/council-committee-meetings/request-speak-committee-council>. Upon registering for a meeting, members of the public will be emailed a link for the Webex meeting. The link must not be shared with others as it is unique to the registrant.

All members of the public who register to participate by Webex will be contacted by City Staff to confirm details of the registration prior to the meeting and provide an overview of the public participation process.

We hope this is of assistance and if you need clarification or have any questions on how to participate in a statutory public meeting, please email clerk@hamilton.ca or by phone at 905-546-2424 extension 4408.

2. HAMILTON MUNICIPAL HERITAGE COMMITTEE

Written Submissions

Members of the public who would like to participate in a Hamilton Municipal Heritage Committee meeting are able to provide comments in writing via mail or email in advance of the meeting. Comments can be submitted by emailing clerk@hamilton.ca or by mailing the Legislative Coordinator, Standing Committee, City of Hamilton, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5. Comments must be received by noon the day before the meeting.

Comments can also be placed in the drop box which is located at the back of the 1st Floor of City Hall, 71 Main Street West. All comments received by noon two business days before the meeting will be included in the agenda.

Pre-Recorded Submissions

Property owners can participate in a Hamilton Municipal Heritage Committee meeting by submitting a pre-recorded video by noon two business days before the meeting. The video must be no longer than 5 minutes in length and will be reviewed before the meeting to ensure it adheres to the City's procedures and protocols in presenting to Council. The video can be submitted by emailing clerk@hamilton.ca or dropping off a USB at the City Hall drop box located at the back of the 1st Floor of City Hall, 71 Main Street West, to the attention of the Legislative Coordinator, Hamilton Municipal Heritage Committee. Any videos that do not adhere to the City's procedures and protocols will not be presented at the meeting.

Oral Submissions During the Virtual Meeting

Property owners for items on the meeting agenda are also able to provide oral comments regarding Hamilton Municipal Heritage Committee items by participating through Webex via computer or phone. Participation in this format requires pre-registration in advance. Interested members of the public **must register** by noon two business days before the meeting.

To register to participate by Webex either via computer or phone, members of the public must submit a Request to Speak form which can be found at <https://www.hamilton.ca/council-committee/council-committee-meetings/request-speak-committee-council>. Upon registering for a meeting, members of the public will be emailed a link for the Webex meeting. The link must not be shared with others as it is unique to the registrant.

Property owners who register to participate by Webex will be contacted by City Staff to confirm details of the registration prior to the meeting and provide an overview of the public participation process.

We hope this is of assistance and if you need clarification or have any questions on how to participate in a statutory public meeting, please email clerk@hamilton.ca or by phone at 905-546-2424 extension 2604.

COMMITTEE OF ADJUSTMENT

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to provide comments in writing or via email in advance of the meeting. Comments can be submitted by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5. Comments must be received by noon two days before the Hearing.

Comments can also be placed in the drop box which is located at the back of the 1st Floor of City Hall, 71 Main Street West. All comments received by noon two business days before the meeting will be forwarded to the Committee members.

Oral Submissions During the Virtual Meeting

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating through Webex via computer or phone. Participation in this format requires pre-registration in advance. Interested members of the public **must register** by noon the day before the hearing.

To register to participate by Webex either via computer or phone, please contact Committee of Adjustment staff by email cofa@hamilton.ca or by phone at 905-546-2424 ext. 4221. The following information is required to register: Committee of Adjustment file number that you wish to speak to, name and address of the person wishing to speak. A separate registration for each person wishing to speak is required. Upon registering for a meeting, members of the public will be emailed a link for the Webex meeting. The link must not be shared with others as it is unique to the registrant.

All members of the public who register will be contacted by Committee Staff to confirm details of the registration prior to the Hearing and provide an overview of the public participation process.

We hope this is of assistance and if you need clarification or have any questions, please email cofa@hamilton.ca or by phone at 905-546-2424 ext. 4221.

****Please note: Webex (video) participation requires either a compatible computer or smartphone and an application (app/program) must be downloaded by the interested party in order to participate. It is the interested party's responsibility to ensure that their device is compatible and operating correctly prior to the Hearing.**