Design Review Panel – Virtual Meeting Protocol

In the event of an emergency situation that prevents in-person meetings of the Design Review Panel (e.g the COVID-19 emergency), the City of Hamilton will host virtual Design Review Panel meeting(s) in order to continue to process development applications in a timely manner. As an interim measure, during these emergency situations the following Protocol will apply as per the Design Review Panel Mandate.

Meeting Format:

- Virtual Design Review Panel meetings will be hosted by City staff using the City approved platform such as WebEx. Virtual meeting links will be sent to the project teams, City staff and panel members one week in advance of each meeting.

- Virtual Design Review Panel meeting agendas will be posted to the Design Review Panel website one week in advance of each meeting.

- Virtual Design Review Panel meetings will be open to the public for observation only. Members of the public will be required to pre-register through the Design Review Panel website one day prior to the virtual Design Review Panel meeting. The virtual meeting will be recorded and posted for public view on the Design Review Panel website one week after the virtual meeting is held.

- Members of the public who have pre-registered will be sent a link and password one day in advance of the virtual Design Review Panel meeting.

- The meeting invite should not be shared or posted through Social Media. The virtual Design Review Panel meetings are limited to Panel Members, Staff, Applicants and members of the public who have pre-registered.

- Virtual Design Review Panel meeting summaries will continue to be the official record of the meeting and will be available approximately three weeks after each meeting.

- All participants should join the virtual meeting five minutes in advance of the time posted on the agenda.

- Panel members, Planning Staff, and Applicants will indicate their name and position when joining the Virtual Design Review Panel meeting.

- All participants will be muted upon entry. Microphones are to be muted until the Chair calls on you to speak.

- If you must leave the meeting at any point, please use the 'leave meeting' function and rejoin when/if you need to.

- All participants should promptly leave the virtual meeting once the meeting is over.

- To ensure each virtual meeting is completed within its typical hour time slot, the participants will be limited to the times outlined below. The Chair will monitor the time and intervene if necessary.

- Virtual meetings will follow the same format as physical meetings, specific 'virtual' instructions have been outlined below:

  o City Staff Presentation - using the screen share function (10 minutes);
  o Applicant Presentation - using the screen share function (10 minutes);
  o Panel Q/A – one panel member speaks at a time, moderated by the Chair (5 minutes);
  o Panel Comments - one panel member speaks at a time, moderated by the Chair (25 minutes);
  o Applicant Response – the applicant may respond or ask any final questions (5 minutes); and,
  o Chair Summary - the Chair will summarize and conclude the session (5 minutes).

- At any time during the meeting, should technical difficulties or other unforeseen matters require a recess, unless the Chair or City Staff issue new instructions, staff are requested to remain 'on the line'; the Host will mute all participants in such an instance.