




Hamilton

CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Planning Division

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	June 16, 2020
SUBJECT/REPORT NO:	Statutory Meetings During the COVID-19 Pandemic Emergency (PED20108(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Anita Fabac (905) 546-2424 Ext. 1258
SUBMITTED BY:	Steve Robichaud Director, Planning and Chief Planner Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

- (a) That Council direct the City Clerk and the Director of Planning and Chief Planner to proceed with scheduling Statutory Public Meetings of Planning Committee, Committee of Adjustment hearings, and meetings of the Hamilton Municipal Heritage Committee including Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville Heritage Conservation District Advisory Committee and Heritage Permit Review Sub-Committee.
- (b) That the By-Law to Amend By-law No. 18-270, the Council Procedural By-law, attached as Appendix "D" to Report PED20108(a), be enacted by Council.
- (c) That the By-law to Amend By-law No. 07-300, Delegation of Consent Authority and Constituting a Committee of Adjustment, attached as Appendix "E" to Report PED20108(a), be enacted by Council.

EXECUTIVE SUMMARY

At the May 20, 2020 Committee of the Whole meeting, Council directed staff to report back on the necessary revisions to any City of Hamilton By-laws to allow for virtual

**SUBJECT: Statutory Meetings During the COVID-19 Pandemic Emergency
(PED20108(a)) (City Wide) - Page 2 of 10**

Statutory Public Meetings of Planning Committee, the Committee of Adjustment and Hamilton Municipal Heritage Committee including Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville Heritage Conservation District Advisory Committee and Heritage Permit Review Sub-Committee meetings.

This report outlines the ways the public can participate in these various virtual meetings, the required changes to public notices and changes to Council's procedural by-law and the by-law constituting the Committee of Adjustment to permit electronic meetings.

Alternatives for Consideration – N/A

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Costs associated with implementing virtual Statutory Public Meetings of Planning Committee, Committee of Adjustment hearings and Hamilton Municipal Heritage Committee and associated Working Groups, Heritage Permit Review Sub Committee and Cross-Melville Heritage Conservation District Advisory Committee meetings, including provision of any required hardware or software to committee members such as headsets, and laptops for staff to host virtual meetings, will be funded through the Development Fee Stabilization Reserve.

Staffing: Additional staff resources are required; however, it will be managed through existing staff complement.

Legal: Legal staff prepared confidential Report LS20013/PED20093 which was heard at the May 20, 2020 Committee of the Whole meeting.

HISTORICAL BACKGROUND

At the Committee of the Whole meeting on May 20, 2020, Council provided the following direction to staff:

- “(a) That staff be directed to prepare a report that details the necessary revisions to any City of Hamilton by-laws to allow for virtual public meetings for the Planning Committee, the Committee of Adjustment and Hamilton Municipal Heritage Committee and associated Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group) and Heritage Permit Review Committee in a manner that is consistent with the obligation to hold public meetings in accordance with applicable legislation and that staff bring the recommended by-law revisions to the Committee of the Whole for Council’s consideration;

**SUBJECT: Statutory Meetings During the COVID-19 Pandemic Emergency
(PED20108(a)) (City Wide) - Page 3 of 10**

- (b) That any costs associated with implementing virtual Planning Committee meetings, Committee of Adjustment and Hamilton Municipal Heritage Committee and associated Working Groups and Heritage Permit Review Committee meetings, including provision of any required hardware or software to committee members, be funded by the Development Fee Stabilization Reserve; and
- (a) That Report LS20013/PED20093, remain confidential.”

This report outlines the ways the public will be able to participate in virtual Statutory Public Meetings of Planning Committee, Committee of Adjustment hearings and meetings of the Hamilton Municipal Heritage Committee and associated Working Groups, Heritage Permit Review Sub-committee, and the Cross-Melville Heritage Conservation District Advisory Committee. The report also outlines the necessary notice provision changes and how information related to items on the agendas will be made available to the public with the closure of public access to City Hall.

Changes to the procedural by-laws specific to these committees will relate only to holding public meetings and electronic participation. The proposed by-law amendments are attached as Appendix “D” and Appendix “E” to Report PED20108(a).

ANALYSIS

Public Meeting Processes

The following chart outlines the process for public participation in various virtual meetings, when the meetings will resume, and how the meetings will be conducted.

Committee	Process for Public Participation	Meeting Dates	Meeting Record
Planning Committee (Statutory Public Meetings only)	<ul style="list-style-type: none"> • Written submissions via mail or email • Pre-recorded video submissions to be played at the meeting limited to 5 minutes in length • Oral submissions 	Starting July 7, 2020	<ul style="list-style-type: none"> • Live streamed • Recorded • Video recording posted on the City’s website • Meeting minutes posted on the City’s website

**SUBJECT: Statutory Meetings During the COVID-19 Pandemic Emergency
(PED20108(a)) (City Wide) - Page 4 of 10**

	via Webex limited to 5 minutes (virtual and phone submissions) – Pre-registration required		
Planning Committee (Consent/Discussion Items)	<ul style="list-style-type: none"> • Written submissions via mail or email only 	Starting July 7, 2020	<ul style="list-style-type: none"> • Live streamed • Recorded • Video recording posted on the City's website • Meeting minutes posted on the City's website
Hamilton Municipal Heritage Committee (HMHC)	<ul style="list-style-type: none"> • Oral submissions via Webex limited to 5 minutes for property owners for items on the agenda only (virtual and phone submissions) – Pre-registration required • Pre-recorded video submissions limited to 5 minutes in length from property owners for items on the agenda only to be played at the meeting 	As soon as practicable and only on an as needed basis if there are delegation requests or staff reports/presentations	<ul style="list-style-type: none"> • Live streamed • Recorded • Video recording posted on the City's website • Meeting minutes posted on the City's website

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Statutory Meetings During the COVID-19 Pandemic Emergency
(PED20108(a)) (City Wide) - Page 5 of 10**

	<ul style="list-style-type: none"> • Written submissions for all others via mail or email 		
Committee of Adjustment	<ul style="list-style-type: none"> • Written submissions via mail or email • Oral submissions via Webex (virtual and phone submissions) – Pre-registration required 	Starting June 25, 2020	<ul style="list-style-type: none"> • Live streamed • Recorded • Video recording posted on the City's website • Meeting minutes available from City staff • Decisions will be posted on the City's website
Heritage Working Groups	<ul style="list-style-type: none"> • Will meet virtually, hosted by staff but these meetings are not open to the public 	Starting in July on an as needed basis	<ul style="list-style-type: none"> • Working Group recommendations and advice are presented to HMHC and recorded in the HMHC minutes and report to Planning Committee
Heritage Permit Review Sub-Committee	<ul style="list-style-type: none"> • Will meet virtually, hosted by staff • As meetings are open to the public, the meetings will be live streamed • Applicants will be able to participate via 	Starting in July on an as needed basis	<ul style="list-style-type: none"> • Live streamed • Minutes are received by HMHC • Heritage Permits approved by HMHC

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Statutory Meetings During the COVID-19 Pandemic Emergency
(PED20108(a)) (City Wide) - Page 6 of 10**

	Webex (virtual and phone)		
Cross-Melville Heritage Conservation District Advisory Committee	<ul style="list-style-type: none"> • Will meet virtually, hosted by staff • As meetings are open to the public, the meetings will be live streamed • Applicants will be able to participate via Webex (virtual and phone) 	Starting in July on an as needed basis	<ul style="list-style-type: none"> • Live streamed • Written record forwarded to Heritage Permit Review Sub-Committee and captured in minutes received by HMHC

Public participation in Statutory Public Meetings of Planning Committee, Committee of Adjustment hearings and meetings of the Hamilton Municipal Heritage Committee will require pre-registration with staff in advance of the meeting. Oral submissions will be permitted however will be limited to 5 minutes for Statutory Public Meetings and Hamilton Municipal Heritage Committee. Applicants wishing to provide additional comments may supplement their oral submission with a written submission.

The Clerk's office will also accept pre-recorded videos, no more than 5 minutes in length for Planning Committee and for Hamilton Municipal Heritage Committee from property owners for items on the agenda only, which will be played during meetings. The public will be advised that these videos must adhere to the City's rules and procedures of presenting to Council and will be screened by the Clerk's office to determine their appropriateness.

Written comments, via mail or email, will continue to be accepted for Planning Committee, Hamilton Municipal Heritage Committee and Committee of Adjustment.

Statutory Public Meetings (Planning Committee)

1. Participation

To assist the public with the various ways they can participate in Statutory Public Meetings of the Planning Committee, staff have prepared a guide, attached in draft as Appendix "A" to Report PED20108(a). It includes details on the various ways the public can participate in virtual meetings and how to register as a delegate. This guide will be modified as needed.

2. Notice of Statutory Public Meeting

The Notice of Public Meeting of the Planning Committee has been updated to reflect that the meeting will be a virtual meeting, how the information can be viewed, and the various ways the public can participate and provide input. The Notice is attached as Appendix "B" to Report PED20108(a). The notice will continue to be mailed out in accordance with *Planning Act* requirements.

3. Information Available to the Public

Previously available to the public on the 5th Floor at City Hall and through the Planning Committee agenda in paper and on the City's website, information will now be made available to the public via phone, email or the City's website.

Hamilton Municipal Heritage Committee

1. Participation

To assist the public with the various ways they can participate in Hamilton Municipal Heritage Committee meetings, staff have prepared a guide, attached in draft as Appendix "A" to Report PED20108(a). It includes details on the various ways the public can participate in virtual meetings. This guide will be modified as needed.

2. Information Available to the Public

Previously available at City Hall through the Hamilton Municipal Heritage Committee agenda in paper and on the City's website. Upon request, information will be made available to the public via phone, email or the City's website.

3. Working Groups and Heritage Permit Review Sub-committees

There are currently three Working Groups of the Hamilton Municipal Heritage Committee (Education and Communications Working Group, Policy and Design Working Group and the Inventory and Research Working Group). These groups will resume meeting virtually, starting in July 2020 on an as needed basis. These meetings are not open to the public and will not be live-streamed.

There are currently two heritage permit review sub-committees (Heritage Permit Review Sub-Committee and the Cross-Melville Heritage Conservation District Advisory Committee). These meetings will resume starting in July 2020 on an as needed basis. These meetings are open to the public therefore they will be live-streamed on the City's Website and applicants will be able to participate via Webex.

Committee of Adjustment

1. Procedures

The Committee of Adjustment will need to adopt procedures through a by-law (as required by Local Boards) to hold virtual meetings as per the permissions in the *Municipal Act*, in order to fulfil the requirements of the *Statutory Power Procedure Act* (which applies to the Committee of Adjustment and will require content in the rules of the Committee of Adjustment to hold virtual meetings). The first virtual meeting of the Committee of Adjustment, to be held June 25, 2020, will include having the Committee adopt their procedural by-law/rules to allow them to hold virtual meetings and then proceed with conducting a virtual hearing for Committee of Adjustment applications.

Changes to By-law 07-300, Delegation of Consent Authority and Constituting a Committee of Adjustment, are attached in Appendix "E" to Report PED20108(a).

2. Participation

To assist the public with the various ways they can participate in Committee of Adjustment hearings, staff have prepared a draft guide, attached as Appendix "A" to Report PED20108(a). It includes details on the various ways the public can participate in virtual meetings and how to register as a delegate. This guide will be modified as needed.

3. Notice

The Notice of Public Hearings for Consent/Land Severance and Minor Variances have been updated to reflect that the meeting will be a virtual meeting, how the information can be viewed, and the various ways the public can participate and provide input. The Notices are attached as Appendix "C" to Report PED20108(a). Notice will continue to be mailed out in accordance with *Planning Act* requirements.

4. Making information available

Previously available by visiting City Hall, information on Committee of Adjustment applications will be posted on the City's website. Upon request, information will be made available to the public via phone or email.

5. Future Meetings

Committee of Adjustment meetings will resume on June 25, 2020, which will be a special meeting. In addition, a second special meeting will be scheduled for July 16, 2020 to deal with current volume applications. These meetings will be in addition to the regularly scheduled meetings on July 9, 2020 and July 23, 2020.

Costs

Staff have communicated with the members of all the Committees and Working Groups to identify any technology needs that may be required in order to participate in virtual meetings. At this time, 38 headsets have been identified: 37 for members of the Hamilton Municipal Heritage Committee and the Working Groups, Heritage Permit Review Sub-Committee, and the Cross-Melville Heritage Conservation District Advisory Committee, and 11 for members of the Committee of Adjustment. In addition, laptops are required by staff in order to host the virtual meetings from Room 264 and Council Chambers at City Hall for live-streaming purposes.

The cost of purchasing headsets and laptops will be funded through the Development Fee Stabilization Reserve.

Consultation

The following Divisions and stakeholders were consulted in the preparation of this report:

- Clerks Office, Corporate Services;
- Legal Services;
- Committee of Adjustment Committee members;
- Hamilton Municipal Heritage Committee members;
- Chair, Hamilton Municipal Heritage Committee; and,
- West End Home Builder's Association.

The members of the Committee of Adjustment and Hamilton Municipal Heritage Committee, and the West End Home Builder's Association, did not identify any concerns with the information contained in this report.

The Clerks Office has prepared the necessary amendments to By-law 18-270, the Council Procedural By-law, attached as Appendix "D" to Report PED20108(a), to permit electronic participation for Planning Committee, Hamilton Municipal Heritage Committee and associated Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville District Heritage Conservation District Advisory Committee and Heritage Permit Review Committee meetings during an emergency.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" – Public Participation Guide for Virtual Meetings

Appendix "B" – Notice of Statutory Public Meeting

Appendix "C" – Notice of Public Hearing for Consent and Minor Variances

Appendix "D" – Amendments to By-law No. 18-270, the Council Procedural By-law

Appendix "E" – Amendments to By-law No. 07-300, Delegation of Consent Authority and
Constituting a Committee of Adjustment

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.



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

The City of Hamilton is now conducting Planning Committee, Hamilton Municipal Heritage Committee, Heritage Permit Review Sub-Committee and Cross-Melville Heritage Conservation District Advisory Committee, and Committee of Adjustment 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 **Planning Committee**, **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. PLANNING COMMITTEE

Written Submissions

Members of the public who would like to participate in a statutory public 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, Planning 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 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, Planning 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 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 4605.

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, Planning 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.**



Hamilton

Office of the City Clerk
71 Main Street West, Hamilton ON L8P 4Y5
Phone: 905-546-2424 Fax: 905-546-2095
www.hamilton.ca

[Date]

File(s): [File Type]####

**NOTICE OF PUBLIC MEETING
OF THE PLANNING COMMITTEE**

DATE: [Date]
TIME: 9:30 a.m.

Due to the COVID-19 and the Closure of City Hall all electronic meetings can be viewed at:

City's Website: <https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel: <https://www.youtube.com/user/InsideCityofHamilton>
or Cable 14

Owner:

Applicant/Agent:

Subject Property: *Provide a description of the subject land (i.e. address), a key map (attached) showing the subject land, or an explanation why no description or key map is provided.*

Purpose and Effect of Application:

[Application Type] (File No. [File Type] _____)

The purpose and effect of this proposed **[Application Type]** is to _____ in order to permit _____

The proposed Official Plan Amendment, and information and material related to it, will be available in the staff report for public inspection.

[Application Type] (File No. [File Type] _____)

The purpose and effect of this proposed **[Application Type]** is to _____ in order to permit _____

Re: Application(s) by Applicant for Application List for Lands Located at Property Address, [Municipality], (Ward) Page 2 of 4

The proposed By-law to amend the Zoning By-law, and information and material related to it, will be available in the staff report for public inspection.

[Application Type] (File No. [File Type])

The proposed Draft Plan of Subdivision consists of

Additional information regarding the Draft Plan of Subdivision will be available in the staff report for public inspection.

[Application Type] (File No. [File Type])

The proposed Draft Plan of Condominium consists of

Additional information regarding the Draft Plan of Condominium will be available in the staff report for public inspection.

Please refer to the attached [Plan Type].

Public Input:

The Planning Committee will consider this application at a virtual Public Meeting at the above noted date and time. You may submit written comments to the Legislative Coordinator, Planning Committee, City of Hamilton, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5 or by email clerk@hamilton.ca. Comments must be received by noon **[Day before Planning Committee]**. Any written comments received after the deadline will be included on the **[Next Council Meeting]** Council agenda.

You may also submit a pre-recorded video with your comments. Please see the attached information sheet for instructions.

Oral submissions may also be given by pre-registering with the Clerk's office. Please see the attached information sheet on how to pre-register.

Please note that the owner of any land that contains seven or more residential units must post the notice in a location that is visible to all residents.

If you wish to be notified of the decision of the City of Hamilton on the proposed zoning by-law amendment, you must make a written request to the Legislative Coordinator, Planning Committee, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5 or by email clerk@hamilton.ca.

If you wish to be notified of the decision of the City of Hamilton on the proposed Official Plan Amendment, you must make a written request to the Legislative Coordinator,

Re: Application(s) by Applicant for Application List for Lands Located at Property Address, [Municipality], (Ward) Page 3 of 4

Planning Committee, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5 or by email clerk@hamilton.ca.

If you wish to be notified of the decision of the City of Hamilton with respect to the proposed Draft Plan of Subdivision, you must make a written request to the Director of Planning, Planning and Economic Development Department, 71 Main Street West, 6th Floor, Hamilton, Ontario, L8P 4Y5 or by email clerk@hamilton.ca.

Appeals:

In accordance with the provisions of the *Planning Act*,

Official Plan Amendment Application

- i. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed Official Plan amendment is adopted, the person or public body is not entitled to appeal the decision of Council, City of Hamilton to the Local Planning Appeal Tribunal (LPAT).
- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed Official Plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Zoning By-Law Amendment Application

- i. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed by-law is passed, the person or public body is not entitled to appeal the decision of Council, City of Hamilton to the Local Planning Appeal Tribunal (LPAT).
- ii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Hamilton before the proposed by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Subdivision Application

- i. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Hamilton in respect of the proposed Draft Plan of Subdivision before the approval authority gives or refuses to give approval to the

Re: Application(s) by Applicant for Application List for Lands Located at Property Address, [Municipality], (Ward) Page 4 of 4

Draft Plan of Subdivision, the person or public body is not entitled to appeal the decision of the City of Hamilton to the Local Planning Appeal Tribunal (LPAT).

- ii. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Hamilton in respect of the proposed Draft Plan of Subdivision before the approval authority gives or refuses to give approval to the draft plan of Subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Other Applications

The lands subject to this/these applications is/are also subject to an application(s) under the *Planning Act* for a minor variance/consent (except if subdivision only)/Official Plan Amendment/Zoning By-law Amendment/Minister's Zoning Order/Approval of a Draft Plan of Subdivision – File numbers.

Collection of Information

Information respecting this application is being collected under the authority of the *Planning Act*, R.S.O. 1990, c.P.13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public **and will appear on the City's website unless you expressly request within your communication that City remove your personal information.**

Additional Information:

The staff report will be available to the public on or after **[Date]** and may be obtained from the City's website <https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas> or contact [Planner] for a copy of the staff report by phone ADD PHONE # or by email ADD EMAIL ADDRESS.

Legislative Coordinator
Planning Committee



Hamilton

COMMITTEE OF ADJUSTMENT

City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5
Telephone (905) 546-2424, ext. 4221, 3935 Fax (905) 546-4202

E-mail: cofa@hamilton.ca

NOTICE OF PUBLIC HEARING

Application for Consent/Land Severance

APPLICATION NUMBER: /B-20:

SUBJECT PROPERTY:

You are receiving this notice because you are either:

- Assessed owner of a property located within 60 metres of the subject property
 - Applicant/agent on file, or
 - Person likely to be interested in this application
-

APPLICANT(S):

PURPOSE OF APPLICATION:

Severed lands:

m[±] x m[±] and an area of m² per ha[±]

Retained lands:

m[±] x m[±] and an area of m² per ha[±]

The Committee of Adjustment will hear this application on:

DATE: Thursday, , 2020

TIME: p.m.

PLACE: Via video link or call in (see attached information sheet for details)
To be streamed at (link to be determined) for viewing purposes only

PUBLIC INPUT

Written: If you would like to submit written comments to the Committee of Adjustment you may do so via email or hardcopy. Please see attached information sheet for complete instructions, including deadlines for submitting to be seen by the Committee.

Orally: If you would like to speak to this item at the hearing you may do so via video link or by calling in. Please see attached information sheet for complete instructions, including deadlines for registering to participate.

Important note: *If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed consent does not make written or oral submission to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.*

.../2

/B-19:
PAGE 2

MORE INFORMATION

For more information on this application, including access to drawings illustrating this request:

- Visit www.hamilton.ca/committeeofadjustment
- Call 905-546-CITY (2489) or 905-546-2424 extension 4221, 4130, or 3935
- Email Committee of Adjustment staff at cofa@hamilton.ca

DATED: _____, 2020

Jamila Sheffield,
Secretary-Treasurer
Committee of Adjustment

Information respecting this application is being collected under the authority of the Planning Act, R.S.O., 1990, c. P. 13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address, and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public.



Hamilton

COMMITTEE OF ADJUSTMENT

City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5
Telephone (905) 546-2424, ext. 4221, 3935 Fax (905) 546-4202
E-mail: cofa@hamilton.ca

NOTICE OF PUBLIC HEARING
Minor Variance

You are receiving this notice because you are either the:

- Assessed owner of a property located within 60 metres of the subject property
 - Applicant/agent on file, or
 - Person likely to be interested in this application
-

APPLICATION NO.: /A-20:

APPLICANTS:

SUBJECT PROPERTY: Municipal address

ZONING BY-LAW: Zoning By-law , as Amended

ZONING: district

PROPOSAL: To

This application will be heard by the Committee as shown below:

DATE: Thursday, , 2020
TIME: p.m.

PLACE: Via video link or call in (see attached information sheet for details)
To be streamed at [\(link to be determined\)](#) for viewing purposes only

PUBLIC INPUT

Written: If you would like to submit written comments to the Committee of Adjustment you may do so via email or hardcopy. Please see attached information sheet for complete instructions, including deadlines for submitting to be seen by the Committee.

Orally: If you would like to speak to this item at the hearing you may do so via video link or by calling in. Please see attached information sheet for complete instructions, including deadlines for registering to participate.

.../2

/A-20:
Page 2

MORE INFORMATION

For more information on this matter, including access to drawings illustrating this request:

- Visit www.hamilton.ca/committeeofadjustment
- Call 905-546-CITY (2489) or 905-546-2424 extension 4221, 4130, or 3935
- Email Committee of Adjustment staff at cofa@hamilton.ca

DATED: _____, 2020.

Jamila Sheffield,
Secretary-Treasurer
Committee of Adjustment

Information respecting this application is being collected under the authority of the Planning Act, R.S.O., 1990, c. P. 13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address, and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public.

Authority: Item _____
CM: _____
Ward: City Wide

Bill No. ____

**CITY OF HAMILTON
BY-LAW NO. 20-_____**

To Amend By-law No. 18-270, the Council Procedural By-law

WHEREAS Council enacted a Council Procedural By-law being City of Hamilton By-law No. 18-270;

WHEREAS Council enacted an amendment to By-law 18-270, as amended, to allow for electronic participation pursuant to s. 238(3.1) of the *Municipal Act, 2001* on March 20, 2020;

AND WHEREAS it is necessary to amend By-law 18-270, as amended, further to provide for updated sections of the By-law 18-270, as amended, when members of the public are participating at ELECTRONIC Council and/or Committee meetings during an emergency when attending in-person is not possible with respect to the Planning Committee, Hamilton Municipal Heritage Committee and associated Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville District Heritage Committee and Heritage Permit Review Committee in a manner that is consistent with the obligation to hold public meetings in accordance with applicable legislation.

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. That By-law No. 18-270, be amended:
 - (i) By **amending** Section 9.2 (2) and adding Section 9.2 (3), as follows:

9.2 Electronic Participation During an Emergency

(2) Electronic participation, in accordance with the *Municipal Act, 2001* and/or any other applicable legislation, is permitted by ***citizen Committee members*** at the Mayor's Task Force on Economic Recovery, ***Planning Committee, Hamilton Municipal Heritage Committee and associated Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville District Heritage Committee and Heritage Permit Review Committee*** meetings

during an emergency when attending in-person is not possible. (Refer to **Revised** Appendix 'K' for UPDATED SECTIONS OF BY-LAW 18-270, AS AMENDED as they would apply to Electronic participation by members of Council at ELECTRONIC Council and/or Committee meetings during an emergency when attending in-person is not possible)

- (3) Electronic participation, that is consistent with the obligation to hold public meetings in accordance with the *Municipal Act, 2001* and/or any other applicable legislation, is permitted by members of public at the Planning Committee, Hamilton Municipal Heritage Committee, Cross-Melville District Heritage Committee and Heritage Permit Review Committee. (Refer to **Revised** Appendix 'K' for UPDATED SECTIONS OF BY-LAW 18-270, AS AMENDED as they would apply to Electronic participation by members of Council at ELECTRONIC Council and/or Committee meetings during an emergency when attending in-person is not possible)

2. That By-law No. 18-270, as amended, be further amended:

- (i) To include Appendix K, Conducting an Electronic Meeting – Public for the Mayor's Task Force on Economic Recovery, Planning Committee, Hamilton Municipal Heritage Committee and associated Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville District Heritage Committee and Heritage Permit Review Committee, attached hereto.

PASSED this 24th day of June, 2020

F. Eisenberger
Mayor

A. Holland
City Clerk

Revised Appendix K

CONDUCTING AN ELECTRONIC MEETING – PUBLIC

MAYOR'S TASK FORCE ON ECONOMIC RECOVERY, PLANNING COMMITTEE, HAMILTON MUNICIPAL HERITAGE COMMITTEE AND ASSOCIATED WORKING GROUPS (EDUCATION AND COMMUNICATIONS WORKING GROUP, POLICY AND DESIGN WORKING GROUP, INVENTORY AND RESEARCH WORKING GROUP), CROSS-MELVILLE DISTRICT HERITAGE COMMITTEE AND HERITAGE PERMIT REVIEW COMMITTEE

The following UPDATED SECTIONS OF BY-LAW 18-270, AS AMENDED applies to Electronic participation by members of the public at ELECTRONIC Committee meetings during an emergency when attending in-person is not possible with respect to the Mayor's Task Force on Economic Recovery, *Planning Committee, Hamilton Municipal Heritage Committee and associated Working Groups (Education and Communications Working Group, Policy and Design Working Group, Inventory and Research Working Group), Cross-Melville District Heritage Committee and Heritage Permit Review Committee* only:

- 2.1 The rules of procedure shall be observed in all ELECTRONIC proceedings of Council and shall be the rules for the order and dispatch of business in Council and unless specifically provided, with necessary modifications, apply to all Committees.
- 2.2 All matters relating to the ELECTRONIC proceedings of Council and Committees for which rules have not been provided for in this By-law and its Appendices shall be decided, as far as is reasonably practicable, with reference to the parliamentary rules as contained in the most recent edition of *Bourinot's Rules of Order*, Geoffrey H. Stanford, Fourth Edition.
- 5.4 **Quorum**
 - (5) If Quorum cannot be maintained during an ELECTRONIC meeting, DUE TO A LOSS OF ELECTRONIC CONNECTION, the Clerk will advise the Chair that quorum is lost and the MEETING WILL BE RECESSED UNTIL THE ELECTRONIC CONNECTION IS RESUMED, WHICH COULD RESULT IN A DELAY TO THE NEXT AVAILABLE BUSINESS DAY. THE CLERK WILL ENSURE THAT THE PROPER MESSAGING RESPECTING THE CONTINUATION OF A COMMITTEE MEETING TO THE FOLLOWING OR NEXT AVAILABLE DAY IS ON THE CITY'S WEBSITE.

5.10 Order of Business

- (i) The general Order of Business for the ELECTRONIC meetings of Standing Committees, unless changed by the Standing Committee in the course of the meeting, shall be as follows:
 - (a) Approval of Agenda
 - (b) Declarations of Interest
 - (c) Approval of Minutes of Previous Meeting
 - (d) Communications
 - (e) Consent Items
 - (f) Public Hearings/Written Delegations
 - (g) Staff Presentations
 - (h) Discussion Items
 - (i) Motions
 - (j) Notice of Motions
 - (k) General Information/Other Business
 - (l) Private and Confidential
 - (m) Adjournment

5.11 WRITTEN Delegations/VIRTUAL Delegations

- (1) Persons who wish to APPEAR VIRTUALLY as a delegate at a public meeting held in accordance with applicable legislation, in a manner that is consistent with the obligation to hold public meetings at electronic Committee meetings during an emergency when attending in-person is not possible with respect to the Planning Committee, Hamilton Municipal Heritage Committee, Cross-Melville District Heritage Committee and Heritage Permit Review Committee, shall make a request in writing to be listed as a delegation, such request to be received by the Clerk no later than 12:00 noon the business day before the meeting. If the Committee is meeting on a Monday, the deadline will be 12:00 noon on the Friday.

The "Request to Speak to a Committee of Council - VIRTUALLY" form is available on the City's website at <https://www.hamilton.ca/council-committee/council-committee-meetings/request-speak-committee-council>

- (2) Persons who wish to delegate to Committee on matters that don't require the holding of a public meeting in accordance with applicable legislation, shall submit their delegation in WRITING to the Clerk, the Clerk will list the delegation on the Committee's upcoming agenda. Such WRITTEN delegations must be received by the Clerk no later than 12:00 noon the business day before the meeting.
- (3) A request to APPEAR VIRTUALLY as a delegation at a public meeting held in accordance with applicable legislation, shall include the person's name, reason(s) for the delegation, and if applicable the name, address and telephone number of any person, corporations or organizations which they represent.
- (4) Upon receipt of a request to APPEAR VIRTUALLY as a delegation at a public meeting held in accordance with applicable legislation, the Clerk shall list the delegation request on the next appropriate agenda for the relevant Committee.
- (5) A VIRTUAL delegation by two or more individuals, being made at a public meeting held in accordance with applicable legislation, shall be limited to five (5) minutes.
- (6) Notwithstanding subsection 5.11(5), an extension of a specific allotment of time to the five-minute speaking restriction may be granted with the approval of a majority of the members of the Committee present.
- (7) Delegates appearing Virtually will adhere to Section 7 – Order and Decorum of the Procedural By-law 18-270 as amended.
- (8) A VIRTUAL delegation may provide additional written material regarding the subject matter, for the public record, by providing a copy of such written material to the Clerk at least 5 days in advance of the meeting.
- (9) Except as required by by-law, any VIRTUAL Delegations who have previously appeared before a particular Committee on a subject matter shall be limited to providing only new information in their second and subsequent appearances at that Committee.

5.12 Public Hearings

- (1) Public Hearings shall be held at Standing Committee meetings.
- (2) Advertising or notice of a Public Hearing shall be undertaken as required by applicable legislation, by-law, or according to City policy, to advise interested persons.
- (3) Public Hearings shall follow the following order:
 - (a) an introduction of the subject matter by the Chair or by staff;

- (b) the staff presentation, if any and if not waived by the members of the Standing Committee; and
 - (c) presentations by delegations who have registered to APPEAR VIRTUALLY, will be heard.
- (4) Persons who wish to appear as a delegation VIRTUALLY to address Committee on a matter that is the subject of a Public Hearing may make a delegation in accordance with section 5.11 of Appendix K.
- (6) VIRTUAL delegations made at a Public Hearing will be limited to 5 minutes.
- (7) Where a delegation wishes to provide written material to the members of the Standing Committee at a Public Hearing, which will become public record, the delegation shall:
- (a) comply with subsection 5.11(8) of Appendix K.
- 10.1** The Clerk shall MAKE the agendas of ELECTRONIC Council and Committee meetings AVAILABLE to members of Council and Senior Leadership Team at least 5 days prior to the scheduled meetings ON THE CITY'S WEBSITE.
- 10.2** The Clerk shall make the agendas of ELECTRONIC Council and Committee meetings, available to the media and general public, simultaneously with the distribution set out in subsection 10.1.

CITY OF HAMILTON

BY-LAW NO. 20-_____

Respecting:

To Amend By-law No. 07-300, Delegation of Consent Authority and Constituting a Committee of Adjustment

WHEREAS Sections 50(l)(c) and 53(1) of the *Planning Act* R.S.O. 1990, c-P.13, as amended, authorize the City of Hamilton to grant Consents;

AND WHEREAS Sections 54(5) and (7) of the *Planning Act* R.S.O. 1990, c-P.13, as amended, authorize the City of Hamilton to delegate the power to grant Consents to a Committee of Adjustment;

AND WHEREAS Section 44 of the *Planning Act* R.S.O. 1990, c-P.13, as amended, authorizes a municipality to constitute a Committee of Adjustment;

NOW THEREFORE, the Council of the City of Hamilton enacts as follows:

1. By-laws 01 -1 48 and 01 -1 49 as amended by 01 -292 are repealed.
2.
 - (1) A Committee of Adjustment for the City of Hamilton, hereinafter "the Committee", is constituted.
 - (2) Members of the Committee who are members of Council shall be appointed annually.
 - (3) Members of the Committee who are not members of Council shall hold office for the term of Council that appointed them.
 - (4) Notwithstanding Sections 2(2) and 2(3), members of the Committee shall hold office until they are reappointed or their successors are appointed.
3. Members of the Committee shall be compensated for their membership on the Committee as follows:
 - (a) Payment of \$100.00/meeting attended; and
 - (b) Reimbursement for mileage costs incurred in accordance with City policy.
4.
 - (1) The Committee shall be composed of nine (9) members, who are

not Members of Council.

- (2) Not less than four (4) members of the Committee shall have knowledge and experience in rural planning and agricultural matters, as determined by Council.
5. The Committee shall meet three (3) times/month, or as required, and shall deal with those matters arising from Section 45 of the *Planning Act* R.S.O. 1990, c-P.13, as amended, and arising from a delegation of power under Section 54(5) of the *Planning Act* R.S.O. 1990, c-P113, as amended.
6. **The Committee shall adopt its own procedures and rules, which shall include the holding of electronic hearings.**
7. The authority of Council under Section 53 of the *Planning Act* R.S.O. 1990, c-P.13, as amended, is delegated to the Committee.

PASSED this 24th day of June, 2020

F. Eisenberger
Mayor

A. Holland
City Clerk