

## **Hybrid Public Meeting Procedures**

The Town of Pelham is holding hybrid Committee of Adjustment hearings. A hybrid hearing involves a mixture of in-person and remote attendance/ participation.

### **Notice of Public Meeting**

A Notice of Public Meeting will be mailed to the all persons listed as owners in the last revised assessment roll number within 120 meters of the subject property. The Public Meeting Notice can also be found at the Town of Pelham website for all applications being heard by electronic meetings: [www.pelham.ca/public-notice](http://www.pelham.ca/public-notice)

### **View the Meeting**

The Public Meeting can be viewed by livestream on the Town's YouTube Channel at <https://www.youtube.com/user/TownOfPelham/live>. The link will go live at the date and time prescribed on the Notice of Public Meeting. A recording of the meeting is also available on YouTube and the Town of Pelham website following the meeting. Attendees are also welcomed to view the meeting in-person at the date, time and location prescribed on the Notice of Public Meeting.

### **Written Comments**

Written comments are encouraged as the preferred method of receiving public input. Please provide written input by mailing or e-mailing your comments to the Town Clerk by the date indicated on the Notice of Public Meeting. You may also drop off written comments to Town Hall in the drop box. Written comments submitted on or before the deadline will be included on the public agenda. Unless indicated otherwise, personal information and all comments will become part of the public record and may be publicly released.

### **Verbal Submissions – Remote Participation**

To make verbal comments to the Town of Pelham during the public portion of the meeting, please pre-register with the Town Clerk by telephone or email by the date indicated on the Notice of Public Meeting.

The Town Clerk will provide you with the Zoom link and password in advance of the meeting. This is for pre-registered participants only and is not to be shared with others. Zoom test meetings are available by request. Please advise the Town Clerk of your requirements at the time of registration.

### **Verbal Submissions – In-person Participation**

To make verbal comments during the public portion of the Public Meeting, please attend at the meeting in-person at the date, time and location prescribed on the Notice of Public Meeting. In-person participants wishing to make verbal comments are encouraged to pre-register with the Town Clerk by telephone or email. This allows for the preparation of a speakers list. Although pre-registration is encouraged and preferred it is not a requirement of speaking in person at the meeting. Please note, all verbal submissions, regardless of method, are live-streamed and recorded.

### **E-mail Comments Live**

While viewing the meeting remotely via livestream you may submit comments to: [clerks@pelham.ca](mailto:clerks@pelham.ca). Please note, comments must be received before or during the public portion of your application of interest. If your comments are submitted after the public portion of the application you are interested in has closed, your comments will not be considered. This method of public participation is not the preferred method as you may not submit your comments in time. Use this method at your own risk. The Town is not responsible for any livestream lag, disconnection, or internet failures.

## More Information

For more information, please contact:

Town Clerk, 20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1E0  
905-980-6657 [wtigert@pelham.ca](mailto:wtigert@pelham.ca)

Deputy Clerk, 20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1E0  
905-980-6662 [sleach@pelham.ca](mailto:sleach@pelham.ca)

For technical questions, please contact:  
Shannon Larocque, Senior Planner  
905-980-6661 [slarocque@pelham.ca](mailto:slarocque@pelham.ca)

## Participant Process During Meetings

- Participants are encouraged to join the hearing 15 minutes in advance of the start time for the Public Meeting.
- Vulgar or offensive language/comments will not be tolerated. If inappropriate language is used, you will be removed from the meeting.
- Participants joining remotely are responsible for ensuring their background is free from offensive or vulgar material. If inappropriate material is visible you will be removed from the meeting.
- Participants will remain in the waiting room until they are called to speak. Participants will be able to hear and see the meeting while in the waiting room.
- Once your comments have been heard, you will be placed back into the waiting room where you may continue to view the meeting.

## Technical Difficulties During Hearings

- Beyond the available Zoom test session, Town staff will **not** provide technical assistance for participants before or during hearings.
- If a participant's connection to the meeting fails during the hearing, Town Staff will attempt to make reasonable efforts to re-establish connection. If the connection cannot be re-established, the comments received up to that point will be included as part of the official record and the meeting will continue.
- If a participant is not present in the Zoom Webinar when called upon by the Chair, the participant will be considered absent and the meeting will continue without the participant.
- If, in the Chair's opinion, a participant's audio/ video is not of an acceptable quality, the Chair may require the participant to use the dial-in option.