

## Hybrid Public Meeting Procedures

The Town of Pelham is holding hybrid Public Meetings. A hybrid meeting involves a mixture of in-person and remote attendance/participation.

### Notice of Public Meeting

A Notice of Public Meeting will be mailed to 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-notices](http://www.pelham.ca/public-notices)

### 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 identified on the Notice of Public Meeting. You may also drop off written comments at Town Hall directly to the Clerk's Office or in the drop box. Written submissions may also be delivered in person to the Clerk's Office at Town Hall or deposited in the municipal drop box. Unless otherwise noted, all written submissions and any personal information contained therein form part of the public record and may be disclosed publicly. Individuals are encouraged to review the Town's Council Correspondence Policy for further information regarding the submission, handling, and public disclosure of correspondence.

### Verbal Submissions – Remote Participation

Members of the public wishing to provide verbal comments remotely to the Town of Pelham during the public portion of the meeting are required to pre-register with the Town Clerk by telephone or email no later than the deadline identified in the Notice of Public Meeting.

Pre-registered participants will be provided with a Zoom link and password in advance of the meeting. Access details are intended for registered participants only and must not be shared. Zoom test meetings are available upon request; participants are encouraged to advise the Town Clerk of any technical or accessibility requirements at the time of registration.

### Verbal Submissions – In-person Participation

Members of the public wishing to provide verbal comments during the public portion of the Public Meeting may attend in person at the date, time, and location identified in the Notice of Public Meeting. In-person participants who intend to speak are encouraged to pre-register with the Town Clerk by telephone or email to assist with the preparation of a speakers list. While pre-registration is preferred, it is not a requirement in order to speak at the meeting. Please note that all verbal submissions, regardless of the method of participation, are live-streamed and recorded.

### More Information

For more information, please contact:

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

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

For technical questions, please contact:  
Lindsay Richardson, Planner  
905-980-6666 [lrichardson@pelham.ca](mailto:lrichardson@pelham.ca)

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## Participant Process During Meetings

- Participants are encouraged to join the meeting 15 minutes in advance of the start time for the Public Meeting.
- Each participant will be provided a maximum of ten (10) minutes to speak and will be afforded one opportunity to address Council during 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.