



# STRATFORD COMMITTEE OF ADJUSTMENT MEETING COVID-19 ELECTRONIC MEETINGS PROTOCOL

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## **Committee of Adjustment Meetings**

### Viewing the Meeting

A link to the Committee of Adjustment meeting will be included within the agenda which will be posted on the City's website three (3) business days prior to the meeting. This can be found on the Council Calendar page by clicking the following link: <https://calendar.stratford.ca/meetings>.

The meeting will be recorded and a link to the video will be available by the next business day on the Council Calendar page by clicking the date that the meeting was held and then the meeting title: <https://calendar.stratford.ca/meetings>.

### Participating in the Committee of Adjustment Meeting

The meeting will be held electronically.

If you think you may want to provide verbal comments at the meeting please register to participate in the meeting by e-mailing the Secretary Treasurer, Jeff Bannon at [Planning@stratford.ca](mailto:Planning@stratford.ca). Once you have registered the Secretary Treasurer will provide you with the details for participating in the meeting.

**All requests to speak and materials that will be presented during the Committee of Adjustment meeting must be received by the Secretary Treasurer by 10am the day of the meeting.**

All participants will participate via phone and their phones will be muted upon joining the meeting.

Being a participant does not require you to provide comments during the meeting if you choose not to. At the beginning of the public commenting period, the Secretary Treasurer or Chair of the Committee of Adjustment, will state the registered participants name and ask if they would like to provide verbal comments. You will then have the opportunity to provide those comments. If you no longer wish to provide comments you are welcome to make a statement to that effect. If no statement is made the Secretary

Treasurer or Chair of the Committee of Adjustment, will move to the next registered participant on the list.

### Receiving Comments during the Meeting

After the Planner's presentation, the Chair will ask the applicant if they would like to provide any comments or make a presentation.

During the meeting there will be an active chat function where any member of the public who is viewing the meeting live can provide comments or ask questions. The comments received will be read during the public comment portion of the meeting. Any comments made in the chat will form part of the public record but will not be responded to in the chat.

### Requests to Receive Notice of Decision and any additional information

If you would like to receive additional information on the application after the Committee of Adjustment meeting please send a request to the Secretary Treasurer, Jeff Bannon by e-mail at: [Planning@stratford.ca](mailto:Planning@stratford.ca) or by telephone at [519-271-0250 Ext. 5345](tel:519-271-0250) with your name, file number, mailing address and e-mail (if e-mail is your preferred method of contact).

### Duration of Electronic Meetings

Changes to the *Municipal Act* allows members of council and committees to participate in open meetings electronically and to be counted for the purposes of quorum during emergencies declared locally or provincially under the *Emergency Management and Civil Protection Act*. If the emergency declared is terminated prior to the hearing, the Committee of Adjustment meeting will then be held in the City of Stratford Council Chambers in City Hall, 1 Wellington Street, Stratford, or an alternative location, on the date and time the meeting is currently scheduled.