



## **Public Participation Procedures** **(Committee of Adjustment Electronic Hearing)**

### **How can the public participate in the virtual Committee of Adjustment hearing?**

During the COVID-19 Emergency the Committee will be holding electronic meetings using Zoom. The public may participate using the Zoom software or they may dial into the meeting using their phone. Call in details will only be provided to those who have submitted an [Interested Party Comment form](#).

If you would like to participate in the hearing of an application for Minor Variance or Consent before the Committee of Adjustment you may:

a) Make a written submission, together with reasons for support or opposition. Written submissions by email should be received by 4:00PM on the day before the scheduled hearing to ensure Committee has time to review comments prior to the meeting. Written submissions on an application by mail should be received by 4:00PM two (2) days **prior** to the day of the scheduled hearing to ensure Committee has time to review comments prior to the meeting. Staff cannot guarantee that email or mail received after the above times will be provided to Committee members before the item is heard. Written submissions must include your contact information and the application's file number and address. Written submissions can be mailed and/or emailed to:

Committee of Adjustment  
City of Markham, Planning & Urban Design Department, Development Services Commission  
101 Town Centre Boulevard  
Markham, ON L3R 9W3  
[coa@markham.ca](mailto:coa@markham.ca)

Written submissions can also be submitted to the dropbox located outside the Thornhill Entrance at 101 Town Centre Boulevard.

b) Make a request to submit an electronic (oral) presentation to the Committee by completing the [Interested Party Comment form](#). Please return the form to [coa@markham.ca](mailto:coa@markham.ca).

Requests to make a presentation shall only be received until **noon** one business day **prior** to the day of the scheduled hearing. If you have any questions, please contact 905-477-4721.

### **Public Presentation Process**

1. Submit your completed [Interested Party Comment form](#) to [coa@markham.ca](mailto:coa@markham.ca) (as noted above) which requires the following information:

- application file number
- your full name
- residence address
- phone number
- email address

- brief summary (point form) of your comments on the application
- any materials (in PDF) you wish to present to the Committee
- any accommodation requirements
- confirm participation details (using Zoom or calling in by phone)

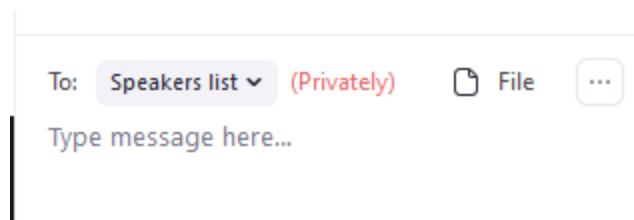
2. On the day of the hearing, the Secretary Treasurer will send you an email (to the email address provided in the Interested party Comment form) providing you with participation and call in details. Public participants will need to join the hearing at 6:45 p.m. using Zoom or they may call in using the phone number provided in the email. If you have any questions, please contact the Secretary Treasurer at 905-477-4721 prior to 6:00 p.m. on the day of the hearing.

3. Public participants (including applicants) must call into the hearing promptly at 7:00 p.m. and must be available at the phone number provided (in the [Interested Party Comment form](#)) in the event that technical difficulties with Zoom are experienced. Please provide your full name when registering into the meeting using Zoom.

4. Public participants will be muted upon entering the call until they are called to make their presentation. If you cannot hear anything upon entering the call, please email [coa@markham.ca](mailto:coa@markham.ca) for technical assistance.

After the applicant has presented, members of the public will be given an opportunity to speak. The Speaker's List will announce the list of public participants for the subject application. **If you do not hear your name called, please send a private ZOOM chat message to the Speaker's List to be added to the list.**

In the ZOOM Chat, select "Speakers List" in the drop down menu and send them a private message letting them know that you wish to be added to the list.



To begin your presentation, you **must first unmute your mic** on Zoom. If you have dialed into the call by phone you can begin speaking once you have been unmuted by the Secretary Treasurer. Please begin by providing your full name and address prior to starting your presentation. All participants will speak one at a time.

Note: you can dial into the meeting through any of the phone numbers provided.

5. If there are technical difficulties during your submission the Secretary Treasurer will call you on the number provided to attempt to resolve the issue and to confirm that you are actively participating in the hearing. If you do not answer the call, you will be deemed to not be participating in the hearing and will be removed from the presentation list. If you are participating but are having technical difficulties that cannot be resolved, the Committee will adjourn the application.

## **Meeting Procedures**

1. The Chair will call applications in the order they are placed on the agenda.
2. When an application is called, prior to discussing the application, the Chair will request that the Secretary Treasurer conduct a roll call of all public participants present to speak on the application, including the applicant. Participants will be asked by the Secretary Treasurer to confirm that they are present. Participants using Zoom will have to **unmute mic** to confirm attendance. Participants calling in will be unmuted by the Secretary Treasurer to confirm attendance.

The Chair will also request that the Secretary Treasurer confirm all public written submissions at the time of roll call.

Participants who are not present at the time of roll call will be called by the Secretary Treasurer on the phone number provided (in the public presentation request) prior to the Committee rendering a decision to confirm if they are present at the hearing. Participants who do not answer the call will be deemed not to be present and will be removed from the public presentation list.

The Committee will adjourn an application where public participation has been confirmed and cannot be facilitated at the meeting due to technical difficulty.

3. After roll call, the Chair will first call the applicant to present the application and address any initial questions the Committee may have.

If an applicant is not represented at the hearing, the Committee may adjourn the file or proceed to make a decision.

4. The Chair will next ask the Secretary Treasurer to present registered presentations in alphabetical order based on name (for Zoom participants). Prior to addressing the Committee, participants must state their FULL NAME and ADDRESS. Presentations from the public are limited to 5 minutes.

5. The Chair will next provide the applicant with a final opportunity to address comments and any additional questions from the Committee.

6. The Chair will call for a motion on the application.

7. Once a decision is rendered on an application no further discussion is permitted and the next agenda item will be called by the Chair.

8. Prior to adjourning the meeting, the Chair will call for a motion for the Secretary Treasurer to process the signing of the decisions concurred in by the majority of the members electronically.

**\*Please note that the above procedures may be amended at any time by the Committee.**

**NOTICE OF DECISION:** If you wish to be notified of the decision in respect to an application you submit a request in writing to the Secretary Treasurer. In the absence of a written request to be notified of the Committee's decision you will not receive notice of an appeal to the Local Planning Appeal Tribunal on an application.

## **Public Tips for Speaking at a Committee Meeting**

┆ Ensure you have all relevant documents and information about the matter you are speaking about.

┆ Introduce yourself before you start your presentation – provide your name and address.

┆ Highlight your key points related to the agenda item.

Remember the time limit – you will have five minutes to speak.

Larger groups or organizations should appoint a single representative to speak on behalf of everyone.

After your presentation is finished, Committee Members may ask you questions or refer questions to City staff for further information.

*Additional note: if any participant acts, and as determined by the Chair, in an inappropriate manner during the proceedings they may be requested to be removed from the meeting, to which the Secretary-Treasurer would act. Members of the public are asked to treat the virtual meeting in a similar manner as in-person meetings with similar decorum and respect.*

## ZOOM Navigation Basics

