



## Policy – Public Participation in City of Hamilton

### Committee Meetings

In order to introduce public involvement with Corporation Committee meetings the following procedures apply:

#### NOTIFICATION

- We publish the schedule of all committee meetings of Corporation on our website.
- We will post agendas and associated correspondence to the web 10 business days before meetings.

#### AGENDAS

- The Secretary and Recording Secretary will finalize all agendas prior to publication and distribution.
- The Recording Secretary will publish on the website the committee agenda and appropriate documentation or records, ten (10) business days prior to the meeting.
- Written Public submissions and requests for presenting or addressing the committee must be received by the Secretary no later than four (4) business days before the meeting. Email with attachments is acceptable.
- Items submitted to the Secretary will be omitted as a result of insufficient information being provided or matters that are of an operational nature and are forwarded to the management team for resolution.

#### MEETINGS

- All meetings are put into the City Hall meetings calendar on Outlook.
- A committee meeting date or time can only be changed by the Chairman of that committee or by request of the Secretary. At least three (3) weeks notice should be provided to permit public notification.
- Members of the Public will be scheduled to appear and be heard at the beginning of committee meetings.
- Committees may however decide to hear speakers at specific times during their meetings.
- Each speaker is limited to five minutes to address the committee.
- Members of the committee may ask questions of the speaker or request additional information.
- Written comments may also be given or sent without speaking to the committee but must be received four (4) business days prior to the meeting.



- If an organization wishes to address a committee, one person should be chosen to represent the group.
- The Recording Secretary will let the speaker know when Council makes a decision on the issue. The decision may be to defer the issue pending further information or recommend to the Board to reject or approve the proposal at the next General Corporation meeting.

All Members should come to Board and Committee meetings fully prepared with the appropriate meeting documentation to discuss agenda items, after having thoroughly read the supporting documentation.

Committee meetings should be no longer than two hours.

## DISCLOSURE

After the Public submissions are completed the deliberations of the Committee will be held in closed session.

All Committee meetings are digitally recorded and all written submissions will be scanned to become part of the digital record of the meeting.

All written submissions as part of the Corporation records and designated as non-restricted may be published on the Corporation website as part of the meeting minutes.

Restricted information is considered, but not limited, to be:

- Receiving of advice that is subject to solicitor-client privilege
- Security of the property of the municipality
- Acquisition or disposal of land
- Considering personal information about an identifiable individual
- Labour relations or employee negotiations
- Litigation or pending litigation, including matters before administrative tribunals
- Any other matter permitted or required by law.

## ATTENDANCE AT MEETINGS

Members of the Public scheduled to appear before a committee should contact the offices of the Corporation if they are not attending and extend apologies as soon as possible, this prevents wasting the committee members' time by non-attendance.

For Members of the Corporation, attendance is taken at all meetings by the Recording Secretary and a spreadsheet of attendance is kept on file. If you are unable to attend a meeting that you are required at, you should advise the Secretary.