

# How to Watch and Participate in the Virtual Public Meeting

## How to watch a meeting:

All committee meetings will be streamed live, available on the Belleville City Hall YouTube channel (<https://www.youtube.com/user/BellevilleCityHall>). The video will also be posted online following the meeting in the event you were unable to watch it live at the time it occurred.

## How to participate in a meeting:

### Written comments (via email or in writing) before a meeting

Residents are encouraged to make written comments or submissions before a meeting to committee by emailing [mtmacdonald@belleville.ca](mailto:mtmacdonald@belleville.ca) or in writing to Matt MacDonald, Secretary, Planning Advisory Committee by mail at: Belleville City Hall, 169 Front Street, Belleville, K8N 2Y8

### Computer/smartphone/tablet

Members of the public will also be able to participate in committee meetings through Zoom. Interested residents can register by emailing [planning@belleville.ca](mailto:planning@belleville.ca) with their name, phone number, and the agenda item(s) they wish to speak to, or by calling 613-967-3288 and leaving a message with their name, phone number, and the agenda item(s) they wish to speak to. Those who have registered will be provided with the Zoom meeting information prior to the meeting date. Registration will close at 4 p.m. the Thursday prior to the meeting date.

### Telephone

To participate in a meeting via telephone, members of the public must register by calling 613-967-3288 and leave a message with their name, phone number and the agenda item(s) they wish to speak to; City staff will then contact the member of the public to confirm their participation and provide meeting details. Registration will close at 4 p.m. the Thursday prior to the meeting date.

### How to provide comments and/or ask a question during the meeting:

Registered members of the public will be able to provide comments and ask questions during virtual public meetings in a similar manner to in-person public meetings. The Chair of the meeting will announce each registered member when it is their turn to speak. Each registered member will be allocated five (5) minutes to provide comments and/or questions regarding the application.

## How to submit comments after a meeting:

If you missed the live meeting, had technical issues, or prefer to submit comments following the public meeting, you may email your comments to [planning@belleville.ca](mailto:planning@belleville.ca).

The City encourages these comments to be submitted within seven (7) days of the meeting so that the comments can be reviewed by Planning Staff before they prepare a final recommendation report.

### **How to be notified of the decision:**

If you wish to be notified of the decision of the City of Belleville or Belleville Planning Advisory Committee in respect of this application, you must submit a **written** request to Matt MacDonald, Secretary, Planning Advisory Committee by mail at: Belleville City Hall, 169 Front Street, Belleville, K8N 2Y8, or by email at: [mtmacdonald@belleville.ca](mailto:mtmacdonald@belleville.ca).

### **How to appeal the decision:**

If a person or public body would otherwise have an ability to appeal the decision of the City of Belleville to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Belleville before the by-law is passed, the person or public body is **not** entitled to appeal the decision and that person or public body may **not** be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so. Please be further advised that written submissions received prior to the public meeting may be made available to the Applicant.

### **For more information:**

For more information visit the City's website or contact the Planning Section, Engineering & Development Services Department by email: [planning@belleville.ca](mailto:planning@belleville.ca) or by telephone: 613-967-3288.