



Public Participation in Electronic Council Meetings and Planning Public Meetings/ Hearings Protocol

Please note: That, in order to reduce strain on the technology, if you only wish to listen to the meeting please access the livestream on the Township's YouTube Channel

Purpose:

This procedure has been created to establish a protocol for public participation in electronic Council and Planning Public Meetings in the Township of Oro-Medonte in accordance with Section 238 (3.3) of the *Municipal Act, 2001*, the *Planning Act, 1990, c.P.13*. and the *Emergency Management and Civil Protection Act*. This procedure also outlines the public responsibility in order to participate in an electronic meeting via telephone or video.

Scope:

The procedure applies to all members of the public, applicants, consultants and delegates wishing to participate in an electronic Council or Planning Public Meeting, either via video or telephone. Nevertheless, this policy is subject to rules of procedure as stated in the Procedural By-law and other Provincial legislation.

Definitions:

Electronic Meeting – a meeting hosted through telephone conference call or video platform

Video Conferencing Solutions – an electronic meeting platform

Chair – Mayor or Designate

Members – Members of Council

Clerk/Designate – means the Clerk of the Township of Oro-Medonte, or Deputy Clerk, acting in the capacity of the Clerk in his/her absence, or a person who the Clerk has delegated authority to in accordance with Section 228(4) of the *Municipal Act, 2001, as amended*.

IT – Information Technology Division

Share Screen Viewing – two or more applications visible on screen at once (eg. Power Point Presentation and participating Members)

Waiting Room – a virtual room where attendees wait to join the meeting or are placed in, in the event of a pecuniary interest

Procedure:

Open Forum

Public attendance to Electronic Meetings during the course of an Emergency may be restricted to electronic means and will be indicated on the meeting agenda.

There are two ways you can participate in Open Forum during a Council Meeting - by Electronic Participation or Written Submissions.

Electronic Participation (speaking during Open Forum using ZOOM):

- If you wish to make an oral statement during the Open Forum portion of a Council Meeting on an agenda item, please submit a completed [Request for Public Participation Form](#), found on the Township website, prior to noon on Monday before the meeting to register or call 705-487-2171.
- Ensure you have a device with internet access to participate electronically as an 'Attendee' to make your oral statement during the meeting. Please refer to following tutorial for ZOOM details: <https://support.zoom.us/hc/en-us/categories/200101697>
- While computer attendance is encouraged, if you do not have the necessary technology to participate by computer, you may use a telephone and call in to make your Open Forum comments. Alternatively, you may also attend in-person; registration is still required to present Open Forum comments.
- If you are participating by telephone, you will not have the option to type in your name. We will ask for the phone number you will be using to participate in the meeting. This information will let us associate the correct name with your phone number. Please note, that depending on the volume of speakers, telephone numbers may be visible to the public; however, every effort will be made to change prior to attendees being promoted to panelists.
- Once you have completed the [Request for Public Participation Form](#) regarding a Council meeting agenda item and the webinar registration is closed, all applicants are uploaded to ZOOM. Meeting invites are then sent by Zoom to the e-mail you provided in the registration form.
- Please note this link is unique to you and should not be shared with others. Only those whose registration form was received will be permitted attendance. On the day of the meeting, we ask that you join the meeting fifteen to twenty (15-20) minutes before your scheduled time to speak. When joining via ZOOM, please type in your name so we know who you are. You will be granted the ability to unmute your microphone when it is your time to speak. Please wait for the Chair to request you to speak. You will be able to hear and view the meeting in progress. You will not be able to see other attendees nor will you appear on video

- When you have finished speaking, unless you anticipate making further comments, we ask that you leave the Zoom Meeting. If you wish to follow the meeting, please watch it on the Township's YouTube Channel. If you do not leave the meeting and have to be removed by the host, you will not be able to return to the meeting.
- Please **do not** watch the livestream on YouTube while you are using the ZOOM technology as this can distort the sound.

Written submissions submitted by email

- Depending on circumstances, an Electronic Meeting may not permit an in-person Open Forum, but will permit electronic submissions received in advance of the meeting.
- Agenda Comment input shall be submitted through an email containing your name, address and your comments regarding the agenda item to agendacomment@oro-medonte.ca by 3:00 p.m. the day prior to the start of the Electronic Meeting, or as otherwise noted on the agenda. Your correspondence will be directed in accordance with the amended procedural by-law and filed with the Township as part of the public record.

As noted above, your comments must relate to an item on the agenda. Please note you are free to contact any member of Council directly with other matters or questions at council@oro-medonte.ca or via telephone at the following link [Contact Us](#).

For all meetings, the Clerk/designate will authorize all requests to ensure they are related to agenda items for the meeting.

The Corporate Services Division will ensure that information on how the public may access and provide input during the meeting is provided on the meeting agenda and on the Township website.

Deputations and Presentations

- Submit a completed [Request for Public Participation Form](#) found on the Township website, including preferred meeting date.
- Ensure any presentation material you wish to share during your deputation is received by the Clerk by 9:00 a.m. 10 calendar days prior to the preferred meeting.
- All presentation material **must include page numbers** for ease of reference during the meeting.
- If attending electronically, ensure you have a computer with internet access to enable you to participate electronically as an 'Attendee' to make your deputation/presentation during the meeting. Please refer to following tutorial for ZOOM details: <https://support.zoom.us/hc/en-us/categories/200101697>

- If you do not have the necessary technology to participate by video, you may use a telephone and call in to participate and make your deputation.
- If you are participating by telephone, you will not have the option to type in your name. We will ask for the phone number you will be using to participate in the meeting. This information will let us associate the correct name with your phone number. Please note, that depending on volume, telephone numbers may be visible to the public; however, every effort will be made to change prior to attendees being promoted to panelist. Alternatively, you may also attend in-person to present a deputation.
- Once you have completed the [Request for Public Participation Form](#) for your deputation and the zoom registration is closed, all applicants are uploaded to ZOOM. Meeting invites are then sent by Zoom to the e-mail you provided in the registration form.
- Please note this link is unique to you and should not be shared with others. Only those whose registration form was received will be permitted attendance.

On the day of the meeting, we ask that you join the meeting fifteen to twenty (15 to 20) minutes before your scheduled time. When joining, please type in your name so we know who you are. You will be granted the ability to unmute your microphone when it is your time to speak. Please wait for the Chair to request you to speak. You will be able to hear and view the meeting in progress. You will not be able to see other attendees nor will you appear on video.

- Please **do not** watch the livestream on YouTube while you are using the ZOOM technology as this can distort the sound.
- If you have a presentation, it will be viewed through a shared screen and will be controlled by the Township. During your presentation, we do ask that you state “advance slide” when you are ready for the next slide.
- If your connection is lost and you are unable to reconnect within five minutes, the deputation/ presentation will be deferred and the Clerk’s Department will contact you to reschedule to another meeting date.
- Deputations and presentations will be recorded as part of the electronic meeting and will be posted for public viewing on the Township of Oro-Medonte YouTube channel.
- Please contact the Clerk’s Department if you have any questions at yaubichon@oro-medonte.ca prior to the meeting. Please note that this e-mail will not be responded to once the meeting is in process; however, alternative e-mails will be provided.

The Corporate Services Division will ensure that information on how the public may access and provide input during the meeting is provided on the meeting agenda and on the Township website.

Public Participation at Planning Public Meetings/Public Hearings

All comments or questions on planning applications should be submitted in writing as noted in the Notice of Application and/or Notice of Public Meetings/Public Hearings.

- If you wish to make an oral statement during the Planning Public Meeting, please submit a [Request for Public Participation Form](#), found on the Township website, prior to noon on Monday before the meeting to register or call 705-487-2171.
- While computer attendance is encouraged, if you do not have the necessary technology to participate by computer, you may use a telephone and call in to make your comments. Alternatively, you may also attend in-person.
- Ensure you have a computer with internet access to enable you to participate electronically to make your comment during the meeting. Please refer to following tutorial for ZOOM details: <https://support.zoom.us/hc/en-us/categories/200101697>
- If you are participating by telephone, you will not have the option to type in your name. We will ask for the phone number you will be using to participate in the meeting. This information will let us associate the correct name with your phone number. Please note, that depending on the number of speakers, telephone numbers may be visible to the public; however, every effort will be made to change the phone number prior to attendees being promoted to panelists. Alternatively, you may also attend in-person to present verbal comments.
- Once you have completed the zoom registration form and the webinar registration is closed, all applicants are uploaded to ZOOM. Meeting invites are then sent by Zoom to the e-mail you provided in the registration form.
- Please note this link is unique to you and should not be shared with others. Only those whose registration form was received will be permitted attendance. On the day of the meeting, we ask that you join the meeting ten (10) minutes before your scheduled time. When joining via ZOOM, please type in your name so we know who you are. You will be granted the ability to unmute your microphone when it is your time to speak. Please wait for the Chair to request you to speak. You will be able to hear and view the meeting in progress. You will not be able to see other attendees.
- When you have finished speaking, unless you anticipate making further comments, we ask that you leave the Zoom Meeting. If you wish to follow the meeting, please watch it on the Township's YouTube Channel. If you do not leave the meeting and have to be removed by the host, you will not be able to return to the meeting.
- Please **do not** watch the livestream on YouTube while you are using the ZOOM technology as this can distort the sound.

Participation as an Applicant or Applicant's Agent

If you are the applicant or applicant's agent and plan to make a presentation to the Development Services Committee or Council, please send an email to planning@oro-medonte.ca by noon on the Monday prior to the meeting to submit your digital presentation materials (i.e. PowerPoint presentation, etc.). Digital presentations will be recorded as part of the electronic meeting and uploaded to the Meeting Agenda. You will be provided further instructions on how you will connect to the virtual meeting. Presentations received after the above noted timing will not be accommodated.

To reduce strain on the technology and keep public meetings-hearings streamlined, the Township requests that at this time only one (1) representative of the owner/applicant participate per application as the spokesperson for the application.

All oral statements will be recorded as part of the electronic meeting, uploaded to the Meeting Agenda, and will be posted for public viewing on the Township of Oro-Medonte YouTube channel.

Any questions with respect to this Protocol may be directed to the Clerk at yaubichon@oro-medonte.ca.

Please note that the Township shall not be held responsible for issues related to technological failure that may impede a member of the public from participating electronically in a meeting.