

## **Electronic Public Meeting-Public Hearing FAQ for Applicants**

- Due to the COVID-19 situation and the declared State of Emergency, beginning May 6, 2020 the Township of Oro-Medonte proceeded with Public Meetings and Public Hearings for planning applications via ZOOM technology and will be concurrently broadcasting live to the public via the [Township's YouTube channel](#). All Public Meetings will be recorded and remain on YouTube following the meeting.
- Township staff will give typical Public Meeting/Hearing PowerPoint presentation via ZOOM's screen share function, as if under normal in person conditions.
- The process of Public Meetings-Hearings will follow the standard process which appears on Development Service Committee meeting agendas. Following the Staff presentation, the Chair will give the owner's representative the opportunity to introduce themselves, share a few words about the proposal, and be available to answer questions from Council or the public. Members of the public will be asked to submit their questions or comments in writing, but they also have the option to speak at the meeting. This form of electronic participation may mean that there are no members of the public speaking in person at the public meeting or public hearing.
- 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.
- Prior to the meeting and subject to submission of a [registration form](#) request, Township staff will email the representative a link to connect to the Zoom virtual meeting. The representative will be asked to type in their name, address, phone number and matter they are speaking to. When it is the Representative's turn to speak, IT will promote them to a 'live' ZOOM panelist to participate/speak to Council/Development Services Committee.

Please note you will require a ZOOM account in order to participate. Please reference the following tutorial for details: <https://support.zoom.us/hc/en-us/categories/200101697>

- You will be asked to log in thirty (30) minutes prior to the start of the DS Committee meeting to test this functionality.
- If there is a problem with the video feed or the representative does not have the technology to

appear on video, there is the option to attend via telephone only. Please submit a completed [registration form](#) and email to [agendacomment@oro-medonte.ca](mailto:agendacomment@oro-medonte.ca) or call (705)-487-4020 by noon on the Monday prior to the scheduled meeting to receive further directions on this option. You will be provided with either an email containing a link to register prior to the meeting or a call in number and the meeting ID.

Please note that depending on volume, telephone numbers may be visible to the public; however, every effort will be made to change the number prior to the participant being promoted to a panelist.

Once promoted to panelist, the Chair will address you permitting you to introduce yourself and speak.

Please note if you are participating by phone that \*9 (star nine) on your telephone will give the raise hand option indicating to the host when or if you wish to make an additional comment; and \* 6 (star six) will allow you to mute your telephone

If viewing meeting on YouTube, please mute YouTube prior to being promoted to panelist.

If wishing to speak to more than one item on the agenda, as indicated on your registration form, advise the Chair, then leave the meeting and return to the meeting when the relative item is introduced for discussion.

- No later than noon on the Monday prior to the scheduled meeting, please email the assigned Township staff with the following information:
  - Name of the owner representative;
  - Email where ZOOM link should be sent; and
  - Phone number to reach the owner representative should technical difficulties occur.
  - Presentation matters (e.g. power point)
  
- Submissions received after this time may not be accommodated.
  
- For reference, Protocol for Electronic Participation in Meetings of Council, including participation in Public Planning Meetings can be located at:  
  
[\*\*\(https://oromedonte.civicweb.net/portal/meetingtypelist.aspx\)\*\*](https://oromedonte.civicweb.net/portal/meetingtypelist.aspx)
  
- In all other respects, the review and approval of your application will follow the usual process.
  
- If you have any questions regarding the process or would like to discuss further please contact the assigned Township staff.