



## Public Participation in the Committee of Adjustment

To minimize the spread of the COVID-19 virus, the Municipality of North Grenville is holding public Council, Committee and Planning meetings, as well as hearings and consultation sessions virtually via Zoom.

This alternative allows the Municipality to adhere to Provincial orders and to provide public participation.

### Virtual Participation by Zoom Video Conferencing

The Municipality of North Grenville will be offering the ability to attend live public Council, Committee and Planning meetings, hearings and consultation sessions via “Zoom” conferencing. Instructions for attending a meeting via Zoom are provided below.

### How to Join a Meeting Via Zoom Conferencing

1. Please visit: <https://zoom.us/> and either sign-up for a free Zoom account or continue as a guest.
2. Download the Zoom software on your personal computer or download the mobile app to your smart phone or tablet.
3. Please pre-register with the Clerk at [clerk@northgrenville.on.ca](mailto:clerk@northgrenville.on.ca) so that the Clerk’s Office can provide the Zoom meeting login details so that you can participate.
4. You will be placed in the virtual “waiting room” until the start of the meeting. You can choose to turn your camera on or leave it off.

*The “chat” function in Zoom is disabled and you will not be able to leave comments.*

## How Can I Provide Public Comment on Zoom?

**At a Council or Committee Meeting:** An open question period is provided at the end of each Council and Committee meeting. Please note that Council Meetings do not allow for an open question period; questions must be in relation to items on the Agenda.

### **Please be advised that:**

- Only questions related to items discussed during the meeting are allowed
- Questions must be questions and not statements of opinion or policy
- No more than 2 questions per person

**At a Public Hearing:** An opportunity for public input is provided at the end of the public hearing.

Once Mayor Peckford has announced that the meeting is open for public input, please do the following:

- Click on the “Raise Hand” feature on the webinar controls. This will notify Municipal staff that you have raised your hand
- Municipal staff will unmute your microphone when it is your turn to ask your question
- A prompt will appear to confirm that you would like to be unmuted. Once you accept the prompt, you will identify yourself by name and ask your question
- Once you have asked your question, Municipal staff will mute your microphone again

**If you cannot attend the meeting, or do not want to ask your question at the meeting, you can submit your question to the Planning Department by email at [planning@northgrenville.on.ca](mailto:planning@northgrenville.on.ca). Questions must be submitted by noon the day of the meeting to ensure that your question is brought forward. Please be advised that all questions, along with your name, form part of the public record; anonymous questions will not be submitted.**

If you are having difficulties preparing for the meeting and learning Zoom, you can visit Zoom’s website support page at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>.