



# Public Participation Guide

## Public Meetings under the Planning Act

The Township of South Frontenac is now conducting all Public Meetings under the *Planning Act* virtually through Zoom to respect social distancing regulations put in place in response to COVID-19. Members of the public will still have the ability to watch meeting proceedings and participate, where appropriate, as detailed below. This will ensure that the meeting meets all requirements under the *Planning Act*.

### **How to Participate in the Meeting**

Anyone may participate in the Council or Committee of the Whole meeting and make a verbal statement, and/or submit comments in writing, either in support of or in opposition to an application. If a person or public body does not make oral submissions at the meeting or make written submissions to the Township of South Frontenac before a decision is made, the person or public body is not entitled to appeal the decision.

### **Written Submissions**

Residents are encouraged to participate in a meeting by providing written submissions. Submission information is available on the Notice of Application/Notice of Public Meeting and may be forwarded to Michelle Hannah, Planning Assistant, at <mailto:mhannah@southfrontenac.net>, by mail, or by putting written comments in the drop box at the Township office 24 hours before the meeting.

### **Computer/Smartphone/Tablet (with audio and microphone)**

Members of the public will also be able to participate in Public Meetings through Zoom. Interested residents can register by visiting the Event Calendar on the Township website (available at [www.southfrontenac.net](http://www.southfrontenac.net)). Registration will be available until noon on the day of the meeting.

### **Telephone**

To participate in a meeting via telephone, members of the public must register by calling 613-376-3027 ext. 2224 and leave a message with their name, phone number that they will be calling in from and the application to which they would like to speak; Township staff will then contact the member of the public to confirm their participation and provide meeting details. Registration will close at noon the day of the meeting.

### **How to Ask a Question During the Meeting**

Registered members of the public will be able to provide comments and ask questions during Public Meetings in the same manner as in-person Public Meetings. The Chair of the meeting will open the floor to public comments – any member of the public that wishes to speak will need to click the “Raise Hand” button to request to speak. The “Raise Hand” button is on the bottom middle of the Zoom meeting screen for those joining by computer/smartphone/tablet. To “Raise Hand” when calling in by telephone, please dial \*9 (star nine). Once the Chair recognizes a member of the public, the Meeting Host will unmute the member of the public. Once the member of the public is done speaking or Council has no further questions, the Meeting Host will mute their microphone.

### **Disconnection**

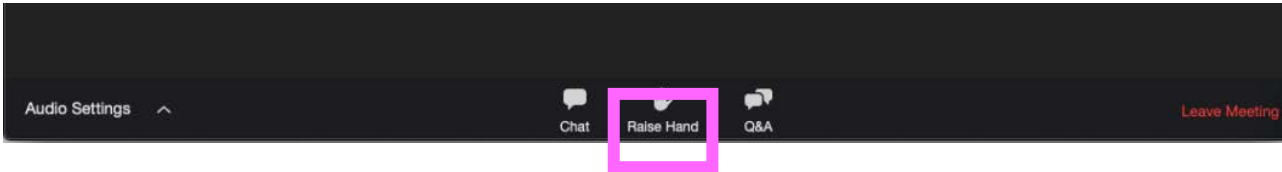
If you are disconnected from the meeting, please try connecting again. If the entire meeting is disconnected and is not restored within 15 minutes, the meeting shall be deemed to be postponed.

and staff will contact you about rescheduling your application. A notice will be posted on the Township’s social media if the meeting is postponed or disconnected for longer than 15 minutes.

## Troubleshooting Guide

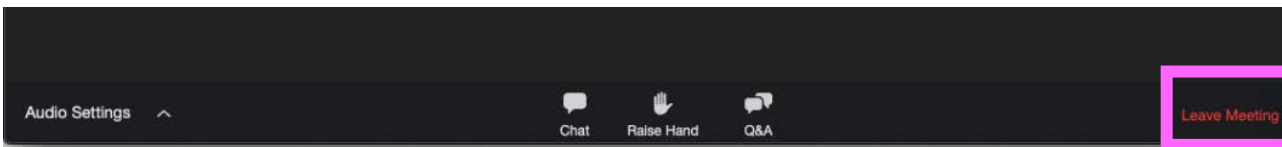
### Where is the “Raise Hand” Button

For those joining by computer/smartphone/tablet, “Raise Hand” button is at the bottom of the screen in the Zoom window. If you are joining by telephone, please dial \*9.



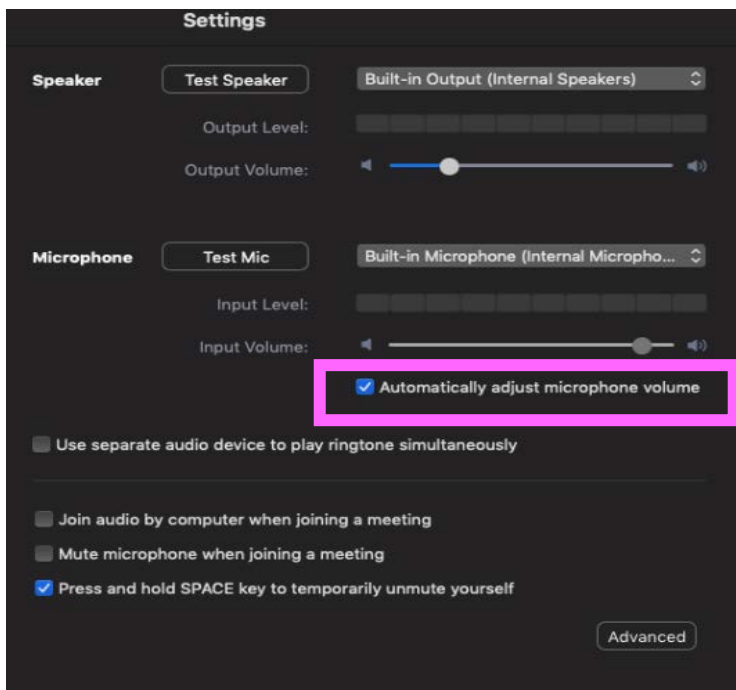
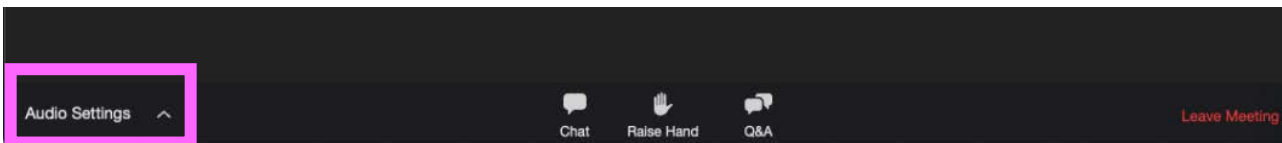
### How to Leave the Meeting

After the application has been discussed, you may leave the meeting at any time. To disconnect, use the “Leave Meeting” button on the bottom left of the screen.



### I Can’t Hear the Meeting or the Chair Can’t Hear Me

If the audio is not working, please select “Audio Settings” on the bottom right of the Zoom screen. A dialogue box will appear like the one below. Make sure that the check box outlined below in red “Automatically adjust volume” is selected. If it is not selected, check the box. This will ensure that the volume of your speakers and microphone are adjusted automatically by Zoom.



If clicking the automatically adjust volume button does not improve the volume, manually move the speaker and/or microphone slider button until you can hear the meeting or you can be heard in the meeting.

If you are connecting via a smartphone and are unable to speak, you will need to permit audio controls for Zoom to access your microphone in the audio settings of the phone.