



## Council Meeting

### Electronic Participation Instructions

#### Electronic Participation

This Meeting will be held electronically in accordance with the Town of Kingsville's Procedure By-law, by-law 55-2016, as amended, and the provisions of the *Municipal Act, 2001*.

The Town of Kingsville continues to take COVID-19 seriously, and in following the advice of provincial and federal governments, is making significant changes to services and programming to help protect health and wellbeing of the community. In this regard, Council and Committee meetings are being conducted electronically until further notice.

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#### Public Participation

The electronic meeting for Council will take place via Zoom. Council, Town Administration, Delegates and other participants will be given access to the meeting. If you wish to participate or have received the Zoom meeting details, please read the instructions below.

#### **For Matters Subject to Notice:**

If you wish to participate remotely, please notify Corporate Services by 3:00 p.m. on the Monday of the Council meeting by calling 519-733-2305 extension 223 or 243.

Residents who wish to provide comment in writing or via email can be submitted by emailing [skitchen@kingsville.ca](mailto:skitchen@kingsville.ca) prior to the meeting.

#### **Request to be a delegate at the Council Meeting:**

If you want to speak at a regularly scheduled Council Meeting, you must complete a Delegation Request Form and submit the form to the Clerk. The Clerk must receive your form by noon on the Wednesday before the meeting you want to speak at. The link to the form is as follows <https://forms.kingsville.ca/Delegation-Request-Form> and forms are also available at Town Hall.

#### Remote Participation Details

Once confirmed to speak at the meeting, delegates and other participants will be provided the Zoom meeting details and password prior to the meeting. Please note that neither a computer, nor a video sharing device, is required to participate in the meeting via Zoom; you may call in from a cell phone or landline.

The following information is provided for your consideration and guidance during remote participation in the meeting:

- Please join the meeting at least 15 minutes prior to the start of the meeting in order to avoid any delays. If you have not joined the Council meeting when your Delegation is called upon, you may be deferred to a future meeting.
- If you are participating via video conference, please ensure that when you enter the meeting your screen name reflects the name we have in our records as attending the meeting as provided by the Planning Department.
- If you plan to participate via telephone, we kindly request that you advise Roberta Baines ([rbaines@kingsville.ca](mailto:rbaines@kingsville.ca)) of this fact, along with the telephone number you will be calling in from. This enables us to identify you and ensure prompt admittance to the meeting when your matter is considered.
- You will be placed in a "Waiting Room" upon arrival. When your matter is up for consideration, you will be admitted in to the meeting. Unfortunately, we cannot advise what time your matter will be considered.
- When you join the meeting, you will be admitted in as an attendee. You will be able to hear the meeting and see the active speaker(s) (if you have video capability), but your microphone will be muted until it is your turn to speak. If attending through a computer, with video capabilities, please turn off your camera and mute your microphone until you are called upon to speak.
- If you join the meeting through your phone, please **Do not put the phone on hold at any time**, as this will result in broadcasting "hold music" online once your mic function is unmuted.
- To optimize call quality when using a laptop, a headset with microphone is best if available to you; otherwise, whether using your laptop microphone or cell phone, please speak directly into the receiver and do not use speaker phone.
- **Please do not forward the Zoom meeting details with anyone or post through social media.** Only registered participants will be admitted to the meeting.
- **Delegates and public meeting participants must keep their presentation and comments directly related to the matter to which they are speaking.**
- Once your delegation/public meeting participation is complete, you will be disconnected from the meeting. You may continue to view the meeting through the Town's website, via live stream (<https://calendar.kingsville.ca/council>).

**For more information, please contact:**

Sandy Kitchen, Deputy Clerk – Council Services

Phone: 519-733-2305 Ext. 223

Email: [skitchen@kingsville.ca](mailto:skitchen@kingsville.ca)

The Corporation of the Town of Kingsville

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