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## Participating Electronically in a Public Meeting

There are two key ways to participate in statutory public meetings, and both protect your rights under the Act, they are:

- **A. Written submission:**
  - No prescribed format, can be handwritten or electronic
  - No limitations on the length/number of pages, can use photos and graphs
  - Is submitted to Local Planning Appeal Tribunal (LPAT) in its entirety, if appealed.
  - Is attached to minutes of the meeting
  - Can be submitted anytime after the notice is issued, and prior to adoption by Council
- **B. Verbal submission/appearing before council to present your submission:**
  - Broadcast live online via YouTube (<https://www.youtube.com/user/CountyofSimcoe/live>)
  - Requires pre-registration prior to the start of the meeting via [clerks@simcoe.ca](mailto:clerks@simcoe.ca)
  - Requires participants to have a computer with video/audio capacity
  - Requires participants to “name” their computer/device
  - Limited to 5 minutes per presentation
  - Limited to 1 presenter per presentation

### 1. How do I submit written submissions?

A. Written submissions can be dropped off in person, or mailed to:

County of Simcoe  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6  
Attention: County Clerk

B. Computer typed/scanned submissions can be emailed to:

[clerks@simcoe.ca](mailto:clerks@simcoe.ca)

### 2. I have registered to appear before council via video, how do I join the meeting?

Once registered via [clerks@simcoe.ca](mailto:clerks@simcoe.ca), the Clerk's team will email you the video meeting credentials/links/password, prior to the meeting. You should test your computer/device to make sure it is capable of joining a video-conference. Also, your computer/device should be “named” so the clerks team can identify you – see more details below.

At the designated time join the meeting using the link/password provided. All presenters will be placed in a digital waiting room until your designated presentation time, or called upon by the Warden to present. Prior to being admitted to the meeting from the digital waiting room, you may be interested in watching the live meeting broadcast at:

<https://www.youtube.com/user/CountyofSimcoe/live>

Once you are admitted into the meeting to appear before Council, be sure to close the YouTube browser to ensure there is no feedback when you begin speaking on Zoom.

**3. Why does my computer/device have to have my “name” before joining a public meeting?**

The computer/device that presenter’s use to join a meeting should identify you by name so the Clerk can clearly identify you as a registered participant. Only registered/identifiable participants will be admitted into the meeting. Computers/devices that do not identify the registered presenter by name may not be admitted into the meeting. Should you fail to have your computer/device named, please watch for a Chat message from the Clerk while you are in the digital waiting room in order to identify you as a registered participant.

There are resources available on the internet to assist you with “naming” your computer, and how naming your computer helps meeting organizers to reduce “zoombombing”.

Should you have questions about this requirement, email [clerks@simcoe.ca](mailto:clerks@simcoe.ca) or call 705-726-9300, ext 1246.

**4. I have questions before considering my options, who can I speak to?**

You can email [clerks@simcoe.ca](mailto:clerks@simcoe.ca) with questions or provide your name and phone number and we will have a Planner call you back in an effort to answer questions. Please note that staff are unable to provide you with advice.

**5. Will I be able to display a PowerPoint slide deck as part of my presentation?**

Yes, presenters can have slides displayed during the public meeting. Presentation materials need to be emailed to [clerks@simcoe.ca](mailto:clerks@simcoe.ca) one day in advance of the meeting, and your slides will be displayed once you are admitted into the meeting and called upon to present. Slides will be advanced by the clerk upon being prompted, such as “next slide”.

**6. I’m watching the meeting via the livestream**

<https://www.youtube.com/user/CountyofSimcoe/live>, **can I provide a written submission?**

Yes, written submissions will be accepted up to the last day cited in the notice and can be submitted by one of the two methods outlined above under Question 1.

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