

Electronic Committee of Adjustment Meetings Applicant, Agent and/or Registered Delegate

Purpose Statement:

These procedures have been created to establish guidelines for electronic participation in Committee of Adjustment meetings in accordance with Section 238 of the Municipal Act. This procedure also outlines the responsibilities of those administering and attending meetings using the telephone or video conference options.

Scope:

This procedure applies to Applicants and Registered Delegates participating in electronic Committee of Adjustment meetings, either using video conference or telephone. Nonetheless, this procedure is subject to rules and procedures governing Committee of Adjustment as stated in the Procedural By-law and/or other provincial or federal legislation.

Town of Caledon Electronic Committee of Adjustment User Guide for Applicants

Electronic Participation

- Applicants shall connect to the conference using the online video feature or by telephone no later than 10 minutes prior to the commencement of the meeting.
- Each participant will be muted upon entry.
- When participating by video conference, webcams shall be turned on.
- When participating by video or telephone conference, all microphones should be muted unless the participant is speaking.
- Each participant shall speak to the Committee through the Chair.
- Only one participant will be able to speak at a time.
- Any speaker should clearly identify themselves, regardless of participating by online video or telephone for clarity.

General Etiquette

- Choose a location like an office space that has proper lighting and does not display any nondescript items in the background. Ensure the location is quiet and free from distractions (other individuals, pets or noises, etc.)
- Consider proper attire as you are visible to others.
- Be present in the electronic meeting the same way you would be present in an in-person meeting.

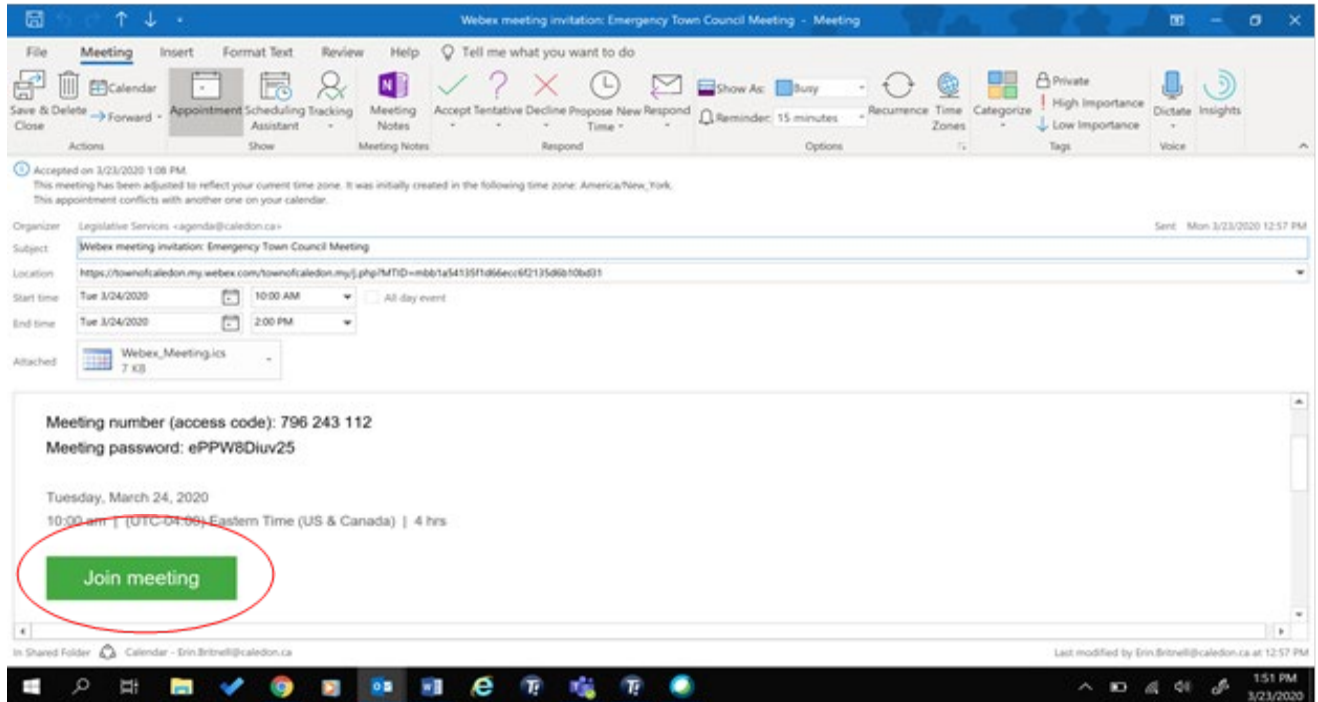
Responsibilities

- Participants are required to use their own personal devices.
- Your camera should be at eye level. Your device should be approximately one arm's length away. It is recommended to look at the camera and not the screen when speaking.
- Make sure you are using the best microphone you have available. Headsets with an attached microphone work the best.
- Ensure you can mute and unmute your microphone and that you are able to see yourself during the meeting, if video conferencing.
- Applicants shall not share the electronic meetings access information unless directed to do so by the Secretary Treasurer or designate.

Applicants shall provide to the Secretary Treasurer, prior to the commencement of the meeting, a phone number to join the conference in the event of a disruption to the video conference.

Accessing the Electronic Meeting

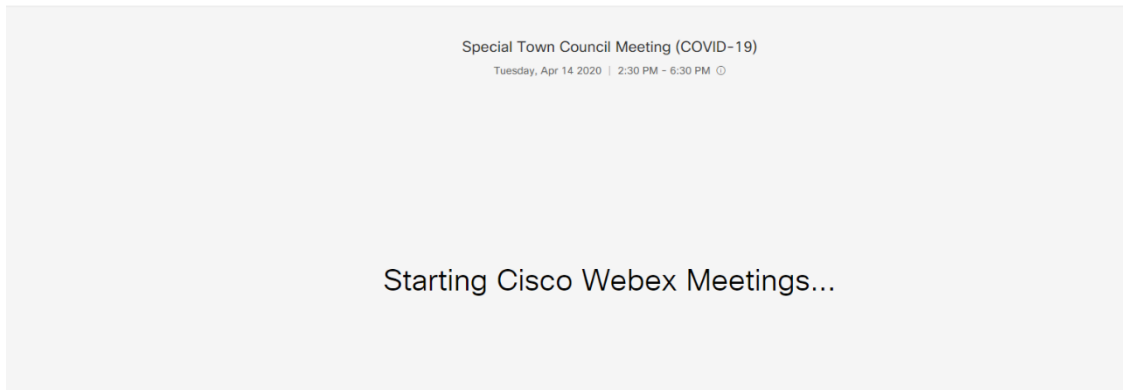
You will receive an e-mail with a calendar invitation to join the WebEx meeting. Open the e-mail or calendar invite and select the 'Join Meeting' link. This will open a separate webpage for the meeting.



If this is your first-time using WebEx, you will need to run the software. Once the separate webpage opens with the WebEx web site, you will see a pop-up, click the '[Download & Run WebEx](#)' link. This will download and run the application.

If you have previously used WebEx or have participated in a meeting already, the software will run automatically.

View your video preview, and once comfortable, select 'Join Meeting'.

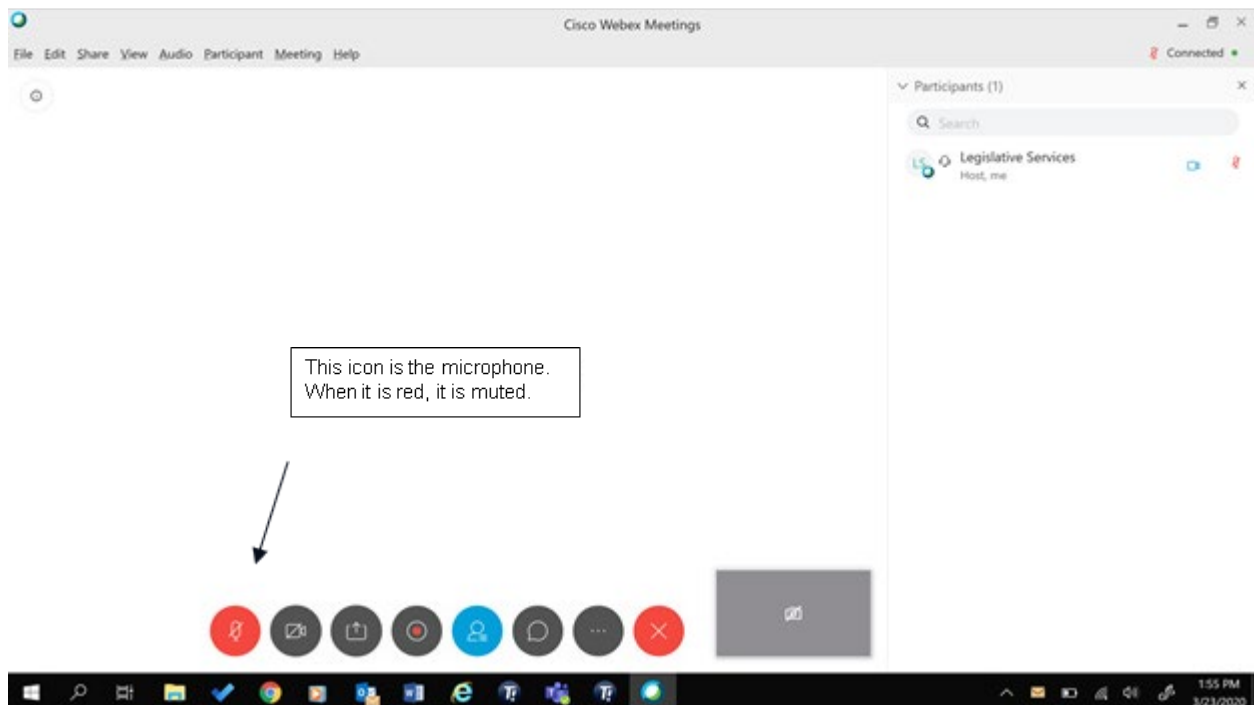


Meeting Controls

Along the bottom of the screen, there is a menu bar providing access to several controls.

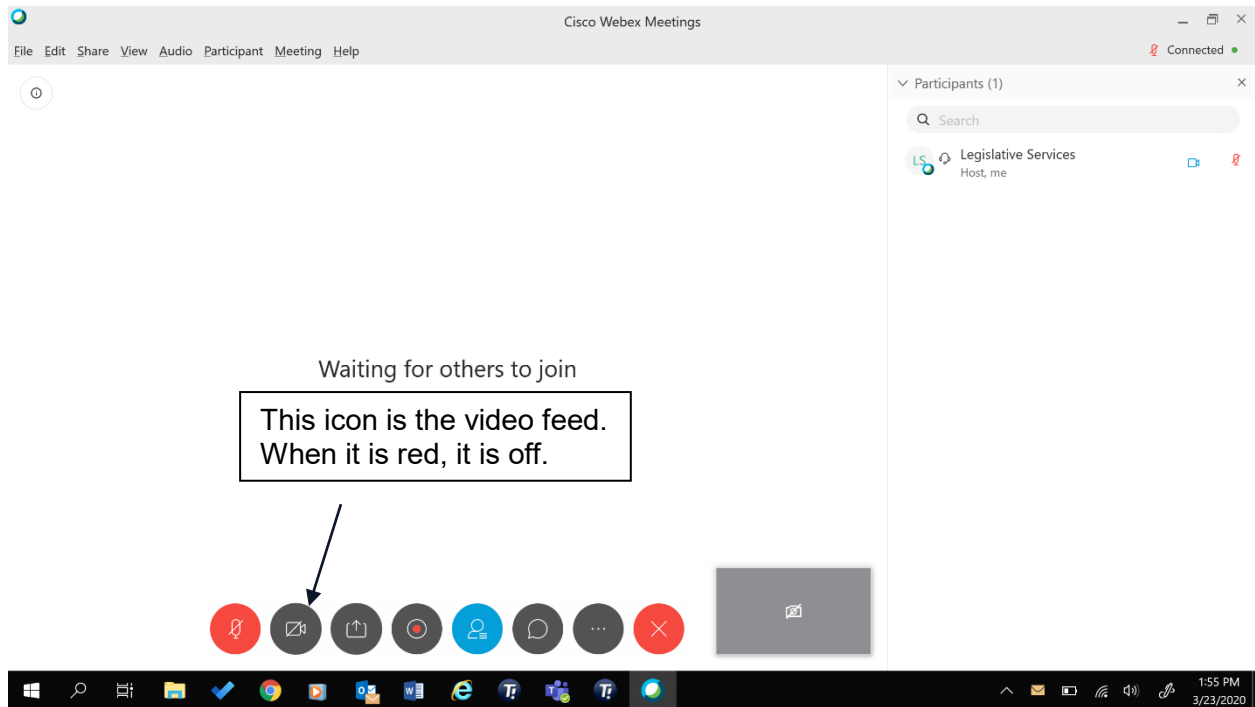
Mute/Unmute: Clicking this icon will either mute/unmute your microphone. When the icon turns red, your microphone is muted. Clicking the icon again will unmute.

When you are not speaking, please keep your microphone on mute as it reduces the amount of background noise. You will automatically be set to mute upon entering the meeting.

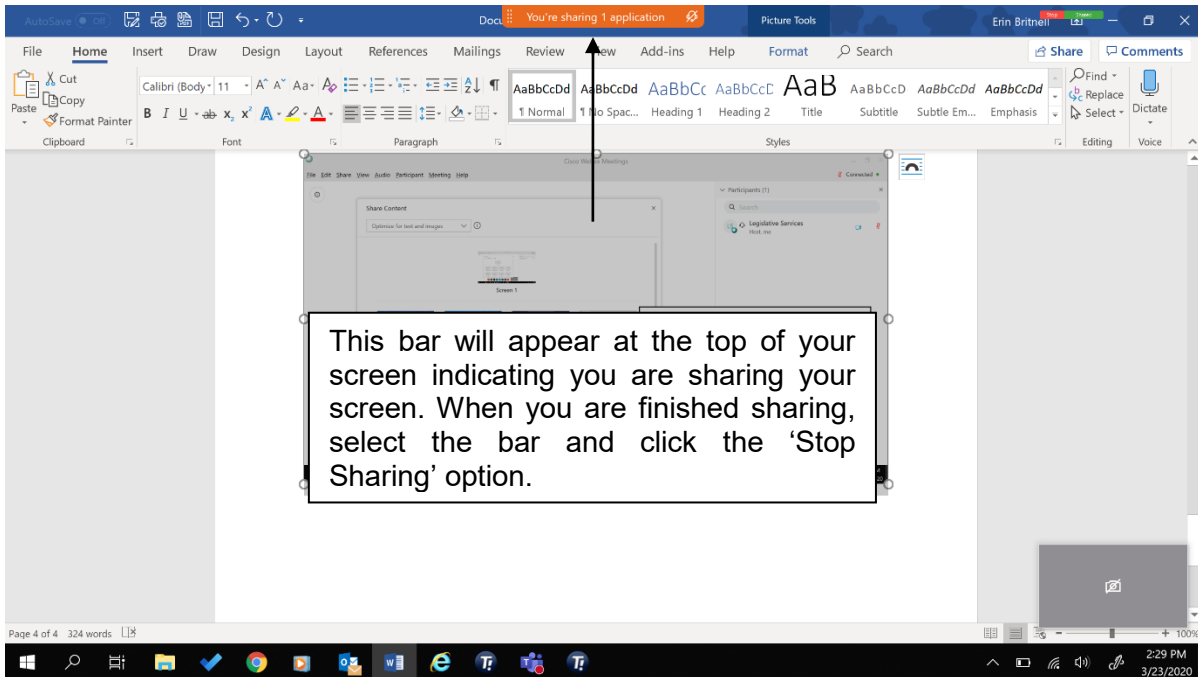
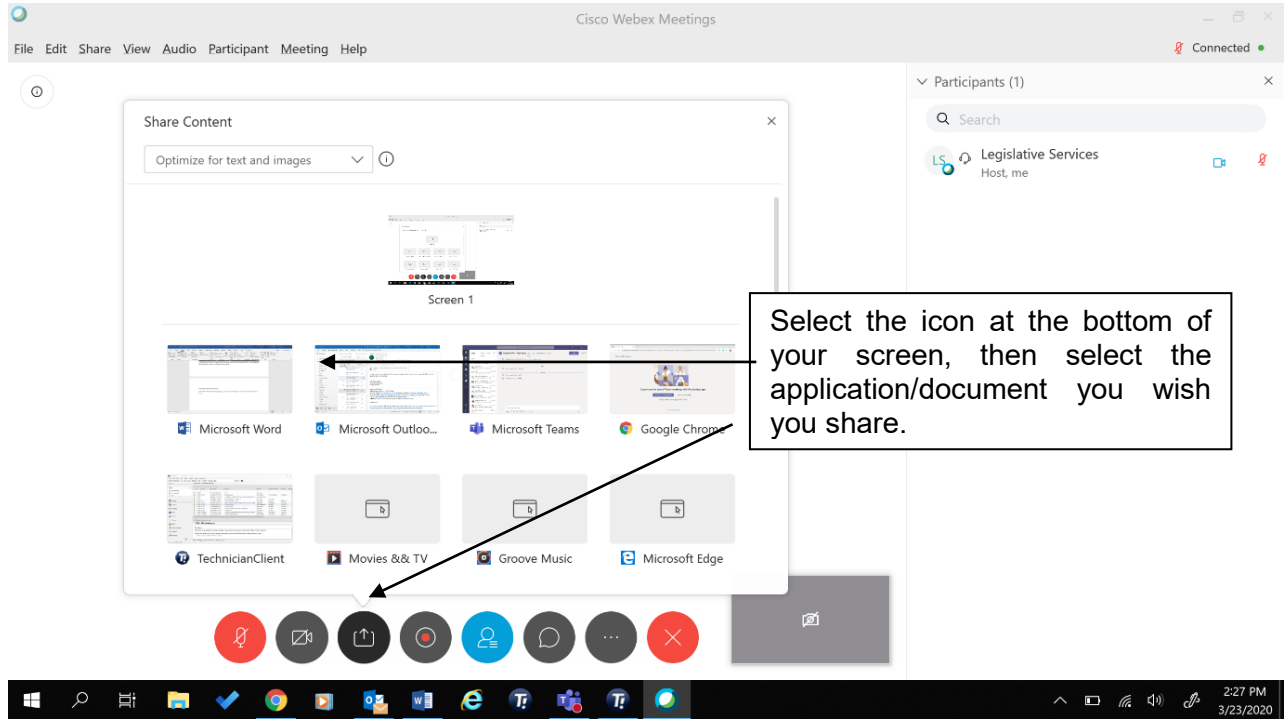


Stop/Start Video: Clicking this icon will stop displaying your camera. When the icon turns red, your camera will not be displaying. Clicking the icon again will display your camera.

Troubleshooting: If the video is still not appearing, check your camera on your laptop.



Presenting or Sharing your Screen: If the meeting host has allowed sharing content by providing you with permissions during the meeting, the “Share Content” option allows you to choose what you would like to share (Note: this content is shared with all participants of the meeting)



Town of Caledon Electronic Committee of Adjustment User Guide for Registered Delegates

The purpose of this procedure is to aim to improve the way the Town of Caledon communicates and delivers information to members of the public, while maintaining accountability and transparency during its decision-making process. This procedure outlines the guidelines for electronic participation of delegates in Council and Committee meetings in accordance with Section 238 of the Municipal Act during electronic meetings. The Town of Caledon amended its Procedural By-law to allow for electronic participation at Council and Committee meetings during a declared emergency. In addition, this procedure outlines the responsibilities of staff administering public participation through electronic meetings via video or telephone conference. Council and Committee meetings will be streamed live, via Facebook Live or through the Town's website. If live streaming is not available, the WebEx Video Recording will be posted following the meeting on the Town's website. Council agendas will continue to be published as set out in the Town's Procedural By-law.

Registration

1. All delegates shall register with the Secretary Treasurer by e-mail at COFA.Agenda@caledon.ca, via the '[Request to Delegate](#)' online form, or via telephone. A phone number and first and last name are required, where the delegates name will become part of the public record. Your request to delegate must relate to an item on the agenda. Where your request does not relate to an item on the agenda, the Secretary Treasurer will contact the delegate and advise that their request has been denied.
2. Where a delegation is received via e-mail or telephone, the Secretary Treasurer shall fill out the '[Request to Delegate](#)' online form on the delegates behalf.
3. All delegates who register online, in addition to the automatic confirmation e-mail, shall receive an e-mail from the Secretary Treasurer including instructions for electronic participation.
4. All delegates who register via telephone shall provide the Secretary Treasurer with a contact e-mail to receive the instructions for electronic participation. Where an e-mail is not provided, the registered delegate shall receive verbal instructions regarding electronic participation.

Notice of Registration Deadlines

1. Deadlines for delegate registration will be posted on the Committee of Adjustment webpage on the Town's website.

Method of Participation

1. Staff in Legislative Services will act as the electronic video and teleconference meeting host
2. The host will begin calling delegates listed under each item in the order they appear on the agenda prior to the discussion of the item
3. *The phone number will display California, USA
4. Delegates may appear on the electronic video conference with their name included as listed on agenda

5. Once the delegate is connected to the WebEx Meeting, they will be muted upon entry, the host will unmute their microphone when it is their turn to delegate where they will be called upon by the Chair
6. If no answer is received on the first call attempt, a second call attempt will be made once all other registered delegates have been called
7. If no answer is received following the second call attempt, time permitting before the commencement of the meeting, one final call attempt shall be made
8. The host shall advise the Secretary Treasurer of any delegates who could not be reached.

Hearing of Delegations During the Meeting

1. The Chair shall call each delegate in the order as they appear on the agenda package
2. Once recognized by the Chair, the host will un-mute the microphone of the delegate
3. The Chair shall advise the delegate once their allotted time has expired
4. Once the delegation has been completed, and the Chair has thanked the delegate, the host will mute the delegates microphone
5. The delegate can choose to remain on the line and listen to the remainder of the meeting or hang up the call. Once the call has dropped, the delegate will be removed from the meeting.