

Protocol for Electronic Participation in Meetings of Council

The Town of Bradford West Gwillimbury has amended its Procedural By-law to allow for electronic participation at Council meetings during a declared emergency. Council meetings will continue as regularly scheduled unless otherwise noted. The Procedural By-law will continue to apply to such Council meetings including the conduct of business on an agenda, unless modifications are necessary because of limitations to the technology being used.

This Protocol has been established by the Clerk to advise how to participate in the public portions of these meetings. Such procedures may be modified slightly from usual procedures given the use of technology for electronic participation. All electronic Council meetings will be streamed live, where possible, or posted for later viewing on YouTube at the following link [Town of BWG YouTube Channel](#). Council Agendas will continue to be published five (5) days in advance of the regular meeting date. If you do not have access to YouTube and wish to listen in to a Council meeting, please call 905-775-5366 x1100 and you will be given a call in number and the meeting ID.

Those wishing to participate in **Open Forum** during a Council meeting:

- Submit an email containing your name, address and your comments on the matter to clerk@townofbwg.com prior to 7:00 pm on the day of the meeting
- Your comment must relate to an item on the agenda. Please note: you are free to contact any member of Council directly with other matters or questions [here](#).
- Ensure your statement will not take longer than five minutes to read (approximately 1 page). Statements that are longer than 1 page will be read at the discretion of the Chair.
- If your statement is received prior to the start of the meeting and otherwise complies with these conditions, your name and statement will be read by the Clerk at the meeting and will form part of the public record
- If your statement duplicates other statements received, or does not relate to an item on the meeting's agenda, it may not be read.

Those wishing to make a **Deputation** before Council:

- Submit a completed [Request for Deputation](#) form, including preferred date
- Ensure any presentation you wish to share with Council during your deputation is received by the Clerk at least five days prior to the meeting
- Ensure you have a computer with internet access to enable you to participate electronically as an 'Attendee' to make your deputation to Council during their meeting.
- If you do not want to participate by video, or do not have the necessary technology, you may use a telephone and call in to participate and make your deputation.
- Once your deputation request has been received and approved for a Council meeting date, you will receive further detailed instructions on how to participate in the Council meeting. You will be provided with either an email containing a link to register prior to the meeting or a call in number and the meeting ID.

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Those wishing to participate in **Public Planning Meetings**:

- It is recommended that all comments or questions on planning applications be submitted in writing to planninginfo@townofbwg.com. Written submissions are not required at a public meeting but can be made at a later date and will be accepted up to the date that Council makes a decision on the matter.
- Submissions on planning matters will not be read at the Council meeting but will be forwarded to planning staff for consideration and/or response. Council will be apprised of all public comments received prior to making a decision on the application.
- If you wish to receive information on a specific planning application or to be notified of an upcoming meeting related to a planning matter please email planninginfo@townofbwg.com.
- If you are unable to make written submissions and therefore wish to make an oral statement during the public planning meeting please call 905-775-5366 or email clerk@townofbwg.com prior to noon on the date of the meeting to register. You must provide your name, address, contact information and matter you wish to speak to. You will be provided with either an email containing a link to register prior to the meeting or a call in number and the meeting ID.
- All oral statements will be recorded as part of the electronic meeting and will be posted for public viewing on [Town of BWG YouTube Channel](#).

Any questions with respect to this Protocol may be directed to the Clerk at clerk@townofbwg.com.