



# Protocol

## Participation in Electronic Committee of Adjustment Meetings

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### Topics included in this Protocol are as follows:

1. How will Committee of Adjustment Meetings Proceed?
2. Facilitating Presentations from Applicants/Agents
3. Facilitating Public Participation in the Public Meetings

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### 1. How will Committee of Adjustment Meetings Proceed?

The electronic Committee of Adjustment meetings will take place using Zoom video conferencing and be live-streamed through the Township of Tiny's YouTube channel.

Those wishing to observe the meeting will be directed to the Township of Tiny's YouTube channel.

Those wishing to participate will need a computer/tablet/smartphone with the Zoom app, suitable internet access, microphone and webcam. When creating a Zoom account please enter your **full name**. If your account does not accurately identify you, you may not be prompted to speak at the appropriate time.

The Secretary-Treasurer may allow for participation by other means, in consultation with the Director of Planning & Development and IT Department. If you require an alternate means of participation please contact The Secretary-Treasurer well in advance of the meeting date.

### 2. How will the Township Facilitate Presentations from Applicants/Agents?

If you are the applicant or applicant's agent, we encourage you to Participate in the Committee of Adjustment meeting.

- To confirm your attendance, please email Pamela Zimmerman, Recording Secretary, at [pzimmerman@tiny.ca](mailto:pzimmerman@tiny.ca) by 12:00 p.m. (noon) on the day of the scheduled meeting to register **and** to submit any digital presentation materials (i.e. PowerPoint presentation, etc.), if any. Once you are registered, you will receive an email inviting you to the Zoom meeting as an "Attendee."
- On the day of the meeting, we ask that you please **join the meeting ten minutes prior to the start of the meeting**. When joining, please type in your **full name** so we know who you are. If you do not accurately identify yourself, you may not be prompted to speak at the appropriate time.
- When it is your time to present, you will be promoted to a "Panelist", which means you will then be heard and seen. If you have a presentation, it will be viewed through a shared screen and will be controlled by the Township. During your presentation, we do ask that you state "advance slide" when you are ready for the next slide.

- If your connection is lost and you are unable to reconnect within five minutes, the presentation will be considered over and, at the discretion of the Committee, will determine whether to defer the making of the decision on the application or proceed to make a decision accordingly. If the Committee chooses to defer the making of a decision, the application will be re-heard at the next available meeting date.
- Presentations will be recorded as part of the electronic meeting and will be live streamed for public viewing on the Township of Tiny YouTube channel. Please note that following the meeting, the recording will be removed and the formal record of the meeting will be the Minutes taken during the meeting.

### 3. How will the Township Facilitate Public Participation at Public Meetings?

For those wishing to participate in Committee of Adjustment Public Meetings (i.e. neighbour, etc.):

- It is recommended that all comments or questions on planning applications be submitted in writing as noted in the Notice of Public Meeting by no later than **NOON** on the day of the Public Meeting to S. Mattson, Secretary-Treasurer via email at [smattson@tiny.ca](mailto:smattson@tiny.ca) or by mail or municipal office drop box (and must be date stamped received by noon) at 130 Balm Beach Road West, Tiny, Ontario, L0L 2J0.
- If you wish to make an oral statement during the Public Meeting, please email Pamela Zimmerman, Recording Secretary, at [pzimmerman@tiny.ca](mailto:pzimmerman@tiny.ca) by 12:00 p.m. (noon) on the day of the scheduled meeting to register. Once you are registered, you will receive an email from the Recording Secretary, inviting you to the Zoom meeting as an “Attendee.”
- On the day of the meeting, we ask that you please **join the meeting ten minutes prior to the start of the meeting**. When joining, please type in your **full name** so we know who you are. If you do not accurately identify yourself, you may not be prompted to speak at the appropriate time.
- When it is your time to present, you will be promoted to a “Panelist”, which means you will then be heard and seen.
- If your connection is lost and you are unable to reconnect within five minutes, the presentation will be considered over and, at the discretion of the Committee, will determine whether to defer the making of the decision on the application or proceed to make a decision accordingly. If the Committee chooses to defer the making of a decision, the application will be re-heard at the next available meeting date.
- All oral statements will be recorded as part of the electronic meeting and will be live streamed for public viewing on the Township of Tiny YouTube channel. Please note that following the meeting, the recording will be removed and the formal record of the meeting will be the Minutes taken during the meeting.

Any questions with respect to this Protocol may be directed to the Recording Secretary at [pzimmerman@tiny.ca](mailto:pzimmerman@tiny.ca).