

FOR IMMEDIATE RELEASE

DATE: April 6, 2020

TITLE: PETROLIA ELECTRONIC MEETING MEASURES & COMMUNITY PARTICIPATION PROTOCOLS



Petrolia – The Province of Ontario has made it possible for municipal councils to meet electronically during the covid-19 restrictions. Petrolia Town Council will be participating in the first electronic meeting on Tuesday, April 14, 2020 at 7:00 p.m. This meeting is a regular scheduled meeting for Council.

For Council Meetings, the municipality has chosen to use a telephone/video conference option. This will mean that Mayor R. Brad Loosley, Council and Staff will all call in to attend the meeting. Media and residents will also be able to call in to the meeting to listen and address Council if needed. “As this is our first attempt at participating in an electronic meeting, we are asking that residents that wish to address Council please register in advance. This is to help ensure we don’t miss anyone. If you are unable to register in advance there will be an opportunity to speak.” Said Mandi Pearson, Clerk/Operations Clerk.

The following are the specific guidelines for registering to address Council:

To address Council during an Electronic meeting:

- i. during business hours, register by telephone with the Clerk's Department at Town Hall, any time prior to close of business on the meeting date;
- ii. register by email with the Clerk's Department at Town Hall, up to Thirty (30) minutes in advance of the meeting start time;
- iii. all presentation materials, or correspondence to be presented to Council, must be provided in a written format, received by the Clerk no later than 4:30 PM the day of the Electronic Meeting.
- iv. all persons registered to present verbally to Council, will be called upon by the Clerk during the appropriate portion of the meeting agenda. The Clerk will identify the presenters name and address and state "your line is open"

We encourage all those who wish to address Council during an Electronic Meeting, to do so pursuant to the process outlined above. Those that are not able to register in advance, will be granted an opportunity during the appropriate portion of the meeting agenda, **only** when called upon by the Head of Council

- i. once the Head of Council opens the opportunity, please state your name, address and topic, before proceeding
- ii. if more than one person comes forward, the Mayor will note the order in which Council will be addressed;

All rules of decorum and process of addressing Council through the Mayor will remain in place.

Only persons registered in advance, will be able to present a letter or document to Council. This item is to be received in advance at the Clerk's Office, by 4:30 PM the day of the meeting. All other addresses to Council are to be oral.

For anyone that would like to participate in the Council meeting from your home or office, the following steps will help you:

1. Please dial (toll free) 1-855-703-8985
2. Enter the Meeting ID: * See below as this changes for each meeting.
3. Enter the Password: 695989#
4. You will now have access to the meeting. If you wish to access the Zoom video meeting, please visit www.town.petrolia.on.ca and find the links on the homepage.
 - a. Note: it will be very helpful if you mute your microphone if possible until you are called upon to speak.
 - b. Note: the meeting ID will be different for each meeting.
 1. Meeting ID: For Tues., April 14, 2020 7:00 p.m. only: 881 601 191#
 2. Meeting ID: For Mon. April 27, 2020 7:00 p.m. only: 839 930 333#
 3. Meeting ID: For Mon. May 11, 2020 7:00 p.m. only: 625 227 744#
 4. Meeting ID: For Mon. May 25, 2020 7:00 p.m. only: 806 741 558#

Should there be any questions, calls to (519)882-2350 are strongly encouraged and staff will be able to help you. Thank you for your assistance while we make changes to continue to serve our community in these changing times. We wish you continued good health.

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For more information:

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