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## Frequently Asked Questions

### Public Participation in Virtual Public Meetings

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#### How can I watch the public meeting online?

- If you are interested in watching the public meeting and do not wish to make any comments you can do so by viewing it online at: [springwater.ca/live](http://springwater.ca/live)

#### How do I find the virtual public meeting agenda?

- The agenda is published six days prior to the public meeting and will include the application, any associated drawings/documents received and a copy of the public meeting presentation. Agendas can be viewed online: <https://springwater.civicweb.net/filepro/documents/32435>

#### How can I comment on an application?

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##### Mail



Township of Springwater - Planning Department  
2231 Nursery Road, Minesing, Ontario, L9X 1A8

Please note, Canada Post is experiencing significant delivery delays at this time.



##### Drop Box

Located at the Administration Centre next to the bench  
2231 Nursery Road, Minesing, Ontario, L9X 1A8



##### Email

[publicmeetings@springwater.ca](mailto:publicmeetings@springwater.ca)



##### Phone

705-728-4784 ext. 2019 to leave a voicemail or provide comments to the Planning Department. The following will be required:

- Your full name and address
- The File Number you are referring to

Please note, your call and comments will be recorded in accordance with the Municipal Freedom of Information and Protection of Privacy Act



##### Zoom

To make an oral submission during the public meeting you will need to pre-register to be on the Commenter's List by following the instructions provided below.

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All comment submissions must include name of commenter, their address, and the application name/phone number that they will be providing comments from.

#### How do I make an oral submission during the meeting?

- **To make an oral submission during the question period of the public meeting you will need to make a request to be added to the Commenter's List. Requests must be made prior to 8:30 A.M. on the day of the public meeting.**

- You can make a request by contacting the Planning Department by email at [publicmeetings@springwater.ca](mailto:publicmeetings@springwater.ca) or by telephone at 705-728-4784 ext. 2019. An email will be sent providing meeting details which are needed to join the meeting and have the ability to comment. Once you have been added to the Commenter's List, you can join the meeting via Zoom, please refer to the next section for further details on how to do so.

### **What is Zoom and how can I use it?**

- Zoom is a web based, peer-to-peer software platform, which is used for teleconferencing and can be accessed through computer and mobile devices or by telephone (landline). The Township has chosen to use this platform for holding public meetings as it is secure and easy to use.

#### **To join the Zoom Meeting:**

A hyperlink including a meeting ID and password will be provided in the meeting agenda and within the Public Meeting Notice if you would like to participate. You will need this information to join the Zoom meeting.

#### **Join by Computer, Smartphone or Tablet**

1. Open a web browser (For example: Chrome, Safari, Firefox).
2. Go to [join.zoom.us](https://join.zoom.us).
3. Enter the meeting ID provided in the meeting agenda and the Notice of Public Meeting.
4. Follow the prompts to download the Zoom application and join the meeting.
5. Join to the audio either through the device or by calling in.

#### **Dial by Phone**

1. On your phone, dial the teleconferencing number: 1-647-558-0588
2. When prompted, enter the meeting ID number provided in the agenda and within the Notice of Public Meeting.
3. Once you are in the meeting, you can press \*6 to mute or unmute yourself.

### **If Council addresses my concerns relating to the application before my opportunity to make comment, can I withdraw my request to make an oral submission?**

- It is not recommended. Your interest in the matter should be stated to ensure that your comments are included as part of the public record.

### **Will I be able to ask a follow up question?**

- After you have addressed Council and provided your oral submission, Council will be given an opportunity to respond or deliberate further, the Moderator will then offer you the opportunity for a follow up question or comment. If you decline, you will be placed into the viewing area.

### **I am having trouble connecting to Zoom, what should I do?**

- Submit an email or leave a message at the following, and provide your comments to ensure that they are included in the public record.

Email: [publicmeetings@springwater.ca](mailto:publicmeetings@springwater.ca)

Phone: 705-728-4784 ext. 2019