



Videoconferencing and Virtual Meetings

Intent

This document is provided to the public to guide videoconferencing meetings. This document provides a summary of Section 11. Delegations found within the Lower Thames Valley Conservation Authority (LTVCA's) Administrative By-Law – 2018-01, which can be found here: <https://www.lowerthames-conservation.on.ca/wp-content/uploads/2018/10/LTVCA-Administrative-By-Law-2018-01.pdf>. This By-Law document governs meeting procedures for the LTVCA's Board of Directors.

Currently, participation in LTVCA Board of Directors and Executive Committee meetings is provided by remote means. The public is reminded to extend the same courtesies they would for in-person meetings to meetings held virtually, regardless of their setting. These measures are essential to ensure virtual meetings are productive and professional.

Remote LTVCA Meetings – Public Participation Process

a. Non-participatory listening / viewing of meetings

Members of the public may be afforded the opportunity to view the LTVCA's Board of Directors meetings live online or may listen by phone, to the extent this function can be made available. In order to participate by this means, anyone interested in listening/viewing to a meeting must contact the LTVCA at admin@ltvca.ca one week prior to the meeting being held. Upon receipt of the request, an invitation to the meeting would then be sent. It must be noted that without a request for a deputation, the public will not be afforded an opportunity to participate directly in the meeting.

b. Participatory status – Delegation

Where individuals from the community wish to participate in any Board of Directors meeting to speak to a topic on the Agenda, a Delegation request to the CAO (Mark.Peacock@ltvca.ca) must be made 14 days in advance of the meeting. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). Additional issues or matters can only be introduced at the meeting with the approval of the Chair.

c. Participatory status – During the meeting

For live comments to be heard, the following procedures shall apply:

- The Agenda will be posted online with all public comments that have been received to date so that people can view them.
- Except by leave of the Chair or appeal by the leave of the meeting, Delegations shall be limited to one (1) speaker for not more than 10 minutes.
- Speakers will be requested not to repeat what has been said by previous speaker at the meeting.

- A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning Delegation's presentation, if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

Participants on landlines or non-smart phones, will only have the ability to listen to the meeting live. In this instance, if you would like to provide comments on an Agenda item, we highly suggest that you request a Delegation to the meeting.

Instructions for meeting participants:

The LTVCA will conduct remote access meetings using the Zoom Platform.

To view/listen to a LTVCA Board of Directors meeting you have the following options:

- 1) You can use the link provided by the Zoom Platform to sign in to view the meeting that will be provided a few days before the meeting, once you have made the request.
- 2) You can phone into the meeting at a number provided by the LTVCA.

We thank you for being interested in the work of the Lower Thames Valley Conservation Authority.

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