

Excerpt from Remote Meeting Guide

6. Public Participation

- 6.1 All requests to delegate to an Electronic Meeting under this section shall be made by way of electronic submission, submitted to the Clerks Department at clerks@burlington.ca by noon the day before the Electronic Meeting. If the Electronic Meeting is on a Monday, requests to delegate shall be submitted by noon on the Friday before the meeting. Submissions shall be provided to members in advance of the meeting.
- 6.2 Public attendance to Electronic Meetings during the course of an Emergency may be restricted to electronic means and will be indicated on the meeting agenda.
- 6.3 All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all Members in advance as a back-up to technology. All rules in the Procedure By-law with respect to delegations (Section 41 Delegations) shall apply to remote delegations.
- 6.4 Confirmed delegates will be provided with all applicable access codes and instructions to enter the teleconference or video conference system.
- 6.5 On the day of the meeting, all registered delegates should log into the system 30 minutes in advance of the meeting start time to check-in with appropriate staff and to ensure that their audio settings are appropriate for the meeting webcast.
- 6.6 When waiting to be called upon by the Mayor/Chair, all delegates will have their audio on mute.
- 6.7 The Chair or the City Clerk/designate may indicate when the delegate has one-minute left to complete their delegation.