



# Public Participation Meeting Process

As part of the City's ongoing efforts to slow the spread of COVID-19, and in keeping with the regulations and guidelines provided by the Province of Ontario, the Public Participation Meeting process has been modified. The capacity for individuals in City Hall meeting rooms and the Council Chambers Public Gallery will reflect the requirement for 2m physical distancing, with designated seating and standing areas being provided.

## Public Participation Meeting (PPM) Process

- Members of the public are asked to “pre-register” to speak in person at a PPM. Speakers will be limited to five minutes of verbal presentation.
  - **Pre-register by calling 519-661-2489 ex. 7100; or by emailing [PPMClerks@london.ca](mailto:PPMClerks@london.ca)** Please indicate the PPM subject matter when contacting the Clerk’s Office. Registrations will be confirmed.<sup>1</sup>
  - When pre-registering, members of the public will have a brief COVID-19 health screening and will be asked to self-screen prior to entering City Hall.
  - When pre-registering, members of the public will be advised which meeting room to attend on the second floor of City Hall.
- Presentations will be strictly verbal; any other submission of photos, slides or written information must be made outside of the PPM. These can be forwarded to the staff associated with this matter and/or to the registration email, noted above. In order to be considered, all submissions should be made prior to the Council meeting when the standing committee recommendation regarding the subject matter is considered.

## Public Participation Meeting (PPM) Process – At the meeting

- Members of the public should self-screen before entering City Hall. You likely will be greeted by security upon entering the building.
- Members of the public should convene in the assigned seating, in the appropriate meeting room for the PPM as noted in the pre-registration.
- Each committee room will broadcast the meeting taking place in the Council Chambers.
- City Staff will be in each room to assist members of the public.
- When appropriate, individual members of the public will have an opportunity to speak to the committee, using the camera/microphone in the committee room. Floor markings will indicate where to stand.

## Council Chambers

- Committee members and staff will be present in the Chambers (physically, or by remote attendance).
- There will be no public access to the Council floor.

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<sup>1</sup> Notice of Collection of Personal Information – personal information is collected under the authority of the *Municipal Act, 2001* and will be used by Members of Council and City of London staff in their consideration of this matter, including the provision of adequate physical distancing. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: [csaunder@london.ca](mailto:csaunder@london.ca)