

Niagara Escarpment Commission Virtual Commission Meetings

Public Participation Guide

The Niagara Escarpment Commission (NEC) has implemented a process to deliberate a select number of items via virtual Commission meetings using WebEx web conferencing services.

Typical agenda items brought forward during the virtual Commission meetings include:

- a) Items related to appeal or litigation
- b) Items related to a Niagara Escarpment Plan Amendment
- c) Development associated with a critical service
- d) Items related to a Restoration Order

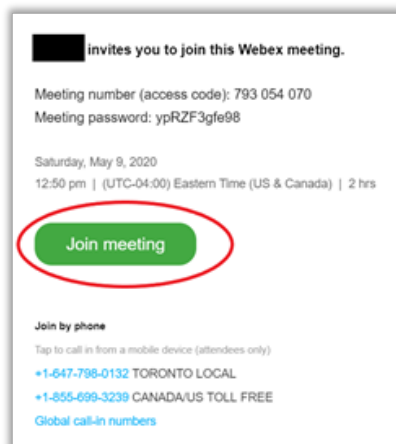
Members of the public will have the ability to listen and/or watch meeting proceedings and participate, where appropriate, as outlined below.

How to listen/watch a virtual Commission meeting:

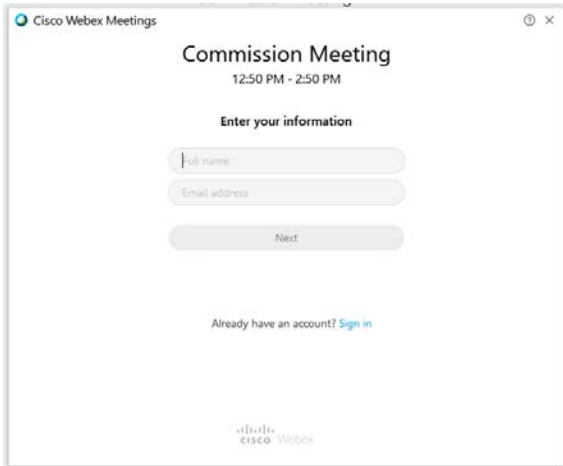
WebEx is a video conferencing tool. In order to join our virtual Commission meeting, you will need either a telephone or a built-into-the-device audio system on a desktop computer, tablet or mobile device. **You do not need a WebEx account to join a meeting.**

Step 1: If you wish to listen/watch a virtual Commission meeting, you must register via email with Danielle D'Silva at danielle.dsilva@ontario.ca. Once your registration has been confirmed, you will be emailed a link containing an invite to the meeting.

Step 2: Open your email invite and click **Join Meeting**

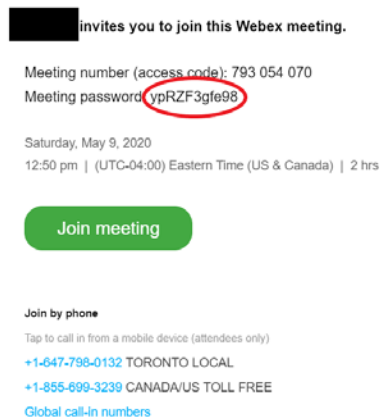


Step 3: Enter your **Full name** and **email address**, and click **Next**.



The screenshot shows a web browser window titled 'Cisco Webex Meetings'. The main heading is 'Commission Meeting' with a time of '12:50 PM - 2:50 PM'. Below this is a section titled 'Enter your information' containing two input fields: 'Full name' and 'Email address'. A 'Next' button is positioned below these fields. At the bottom of the form, there is a link that says 'Already have an account? Sign in'. The Cisco Webex logo is visible at the very bottom of the window.

Step 4: If you are asked for a meeting password, enter the meeting password provided in your email invitation and click **Next**.



Step 5: Click **Join Meeting**. By default, your microphone and camera will be turned off. The video and microphone buttons are both red.

How to participate in a meeting:

At this time, the Niagara Escarpment Commission **will only be accepting written submissions** to participate in virtual commission meetings unless the Commission makes a specific motion to do otherwise. These written submissions must be received at least 5 days before the Commission meeting and will be reviewed and/or brought forward at the discretion of the Chair. To submit a written submission, provide a copy to the planner associated with your file and/or to Annemarie Bochenek at Annemarie.Bochenek@ontario.ca.