

City of Kingston Committee Meeting – Public Participation Guide

The City of Kingston will now be conducting select committee meetings through a hybrid meeting format (see the end of this document for a full list of committees and their meeting format). Members of the public are invited to participate in meetings either in-person or virtually through Zoom using the detailed information below.

How to watch a meeting

All committee meetings will continue to be streamed live, available on the [Kingston City Council](#) YouTube channel.

How to participate in a meeting

Correspondence

Residents are encouraged to make written submissions to committees via email to the Committee Clerk, or by mail to the following address:

Office of the City Clerk
City Hall
216 Ontario Street
Kingston, ON K7L 2Z3

Attending the meeting in-person

Members of the public wishing to attend the meeting in-person can do so by attending Council Chamber located on the second floor of City Hall, 216 Ontario Street.

Attending the meeting via computer/smartphone/tablet

Members of the public will also be able to participate in committee meetings through Zoom. Interested residents can register by visiting the City of Kingston website on the following pages:

1. [Committees and Boards](#)

Click on the Committee Meeting from the list of Upcoming Committee Meetings and locate the Zoom registration link within the meeting details.

2. [City Calendar & Events](#)

Click on the Committee Meeting listed on the meeting date, go to “View Details,” and locate the Zoom registration link within the meeting details.

Upon registering for a meeting, members of the public will receive a Zoom link for the meeting. Registration will be available until the start of the meeting.

Virtual backgrounds may be used by meeting participants; however, the Chair may request a virtual background be removed if the background is not in compliance with Section 3.4 or Section 3.16 of the [Council Procedure By-Law](#) or if the participant is experiencing connection issues.

Attending the meeting via telephone

To participate in a meeting via telephone, members of the public can register online as outlined above or call the Committee Support Line at 613-546-4291 extension 1170 and leave a message with their name, phone number and the agenda item(s) they wish to speak to; City staff will then contact the member of the public to confirm their participation and provide meeting details. Registration via phone will close at 4 p.m. on the day of a meeting.

How to ask a question / provide comments during the meeting

Members of the public will be able to provide comments and ask questions during committee meetings. The Chair of the meeting will open the floor to public comments during each Business Item.

To indicate a desire to speak, participants will need to physically raise their hand if attending in-person or raise their hand in Zoom one of two ways:

1. Computer/smartphone/tablet: Use the 'Raise Hand' button located in the centre of the Zoom window; or
2. Telephone: Press *9 to 'Raise Hand.'

Once the Chair recognizes a member of the public, that individual can either approach the designated microphone in Council Chamber to provide their comments, or the Meeting Host will provide permissions for the individual to unmute using the 'Unmute' button or pressing *6 if participating by telephone. Members of the public have up to 5 minutes to provide comments or ask questions. Once the member of the public has finished speaking or met the 5-minute speaking limit, the Meeting Host will mute their microphone if individuals do not self-mute when they are done speaking.

Presentations shall be displayed and controlled by City staff acting as Meeting Host.

Please note, for those participating virtually, if there are multiple individuals using one device to participate in the meeting, please identify at the beginning of the speaking time that there are others present wishing to speak as well. Members of the public are only given one opportunity to speak per Business Item.

Troubleshooting guide for virtual participants

Zoom has troubleshooting tutorials and videos below that can assist if you are having trouble with the software.

- [Joining & Configuring Audio](#)
- [How to Raise Hand](#)

Committees using hybrid meeting format (beginning September 8, 2022)

- Administrative Policies Committee
- Arts, Recreation & Community Policies Committee
- Committee of Adjustment
- Environment, Infrastructure & Transportation Policies Committee
- Heritage Kingston
- Planning Committee

Committees using virtual meeting format

- Appeals Committee
- Arts Advisory Committee
- Equity, Diversity & Inclusion Advisory Committee
- Housing & Homelessness Advisory Committee
- Kingston Environmental Advisory Forum
- Municipal Accessibility Advisory Committee
- Nominations Advisory Committee
- Pine Grove Cemetery Board
- Rural Advisory Committee