

	PUBLIC MEETING	DEPUTATION/PRESENTATION	PUBLIC FORUM	CORRESPONDENCE
Registration	<ul style="list-style-type: none"> <li>Required if joining electronically.</li> <li>Not required if attending in person.</li> </ul>	<ul style="list-style-type: none"> <li>Required at least 2 weeks prior to the meeting date.</li> <li>Material to be published with the agenda must be provided 24 hrs prior to the agenda being published.</li> </ul>	<ul style="list-style-type: none"> <li>Required if submitting comments or questions electronically.</li> <li>At least 24 hours in advance of meeting.</li> <li>Not required if attending in person.</li> </ul>	<ul style="list-style-type: none"> <li>Not Required.</li> <li>Correspondence needs to be submitted 7 days prior to the meeting to be included in the agenda.</li> </ul>
Time	<ul style="list-style-type: none"> <li>Based on the items of business on the agenda.</li> </ul>	<ul style="list-style-type: none"> <li>10 minute maximum.</li> </ul>	<ul style="list-style-type: none"> <li>3 minute maximum per comment.</li> <li>15 minute maximum per meeting.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>Hear input from the public on a particular matter, i.e., Budget or Zoning By-law Amendment.</li> </ul>	<ul style="list-style-type: none"> <li>Provide information on a specific topic.</li> <li>Requests for support, financial or otherwise will be presented at the appropriate Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Allow the public to comment on any topic.</li> <li>Commenters must begin with their name and the municipality where they live.</li> </ul>	<ul style="list-style-type: none"> <li>Consider items at the appropriate Council or Committee meeting based on the topic of the correspondence.</li> <li>Correspondence must be deemed to be valid and complete.</li> </ul>
Response	<ul style="list-style-type: none"> <li>Members are not to enter into debate or discussion during the public meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Members can ask questions but not enter into debate or discussion.</li> </ul>	<ul style="list-style-type: none"> <li>Members will listen but not enter into debate or discussion.</li> </ul>	<ul style="list-style-type: none"> <li>The response will be dependent on the type of correspondence. There may be discussion, or it may be received for information purposes without discussion.</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>Public input will be used to complete the particular process, i.e., Budget or Zoning By-law Amendment.</li> </ul>	<ul style="list-style-type: none"> <li>Information provided in a public forum.</li> </ul>	<ul style="list-style-type: none"> <li>Comments will be recorded in the meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Action is dependent on the correspondence. The outcome can be viewed by watching the meeting (live or after).</li> </ul>

\*Public participation goes beyond Council meetings. There are many ways to be involved from serving on committees to responding to surveys.

See [www.OwenSound.ca](http://www.OwenSound.ca) for more information.