



eScribe

Public Comments Guide

Clerk's Department May 2020

Instructions for Submitting a Public Comment

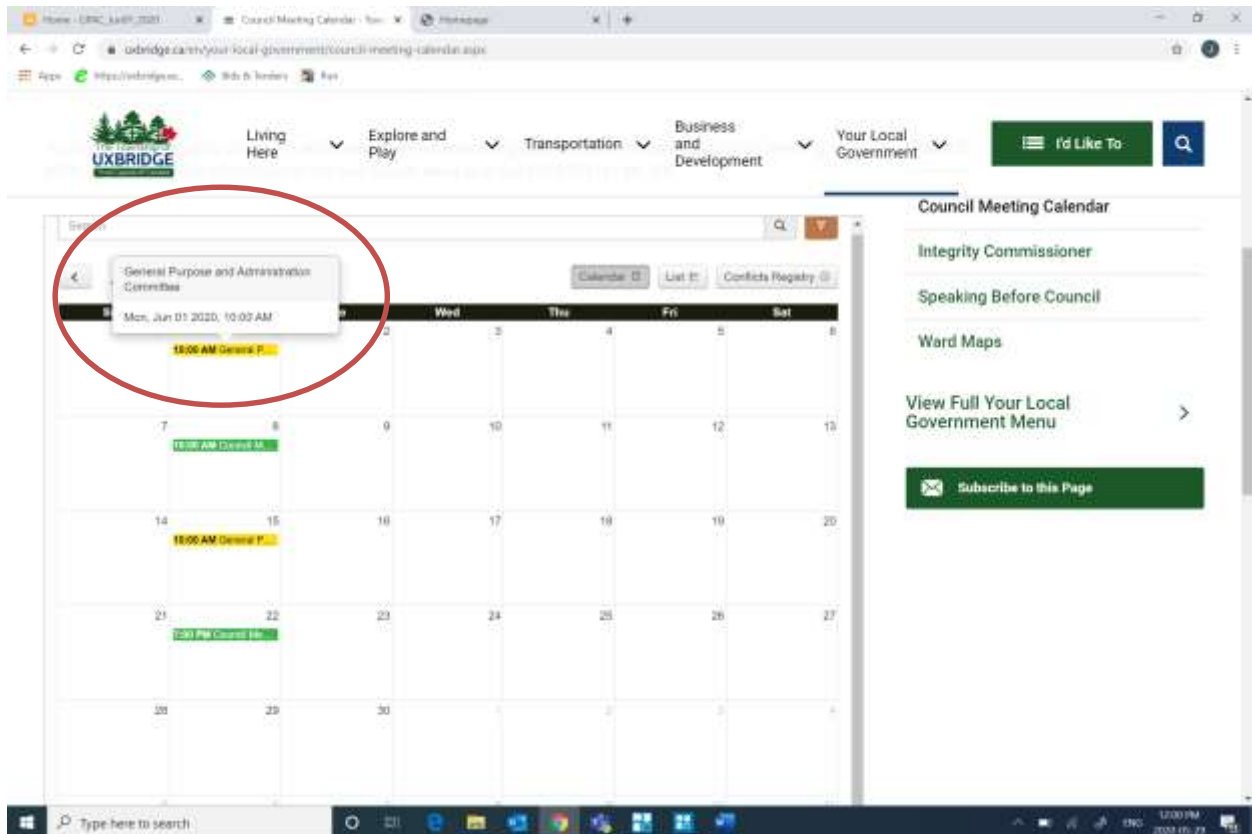
In an effort to improve public participation in Council and Committee meetings, the Township of Uxbridge allows residents to submit public comments on items listed on the meeting agenda. Public comments will be read aloud by the Clerk during the meeting for consideration by Council or Committee. Please note that submitted public comments will form part of the meeting record and your name and comment will be published in the minutes.

Members of the public can submit public comments by selecting an upcoming meeting from the calendar and clicking to view the HTML agenda for that meeting, and then selecting the particular item that they would like to comment on.

Please note: Public Comments are vetted and approved by the Clerk's Department. Comments deemed to be inappropriate, disrespectful or in contravention of the Township's Code of Conduct of Procedural By-law will be disregarded.

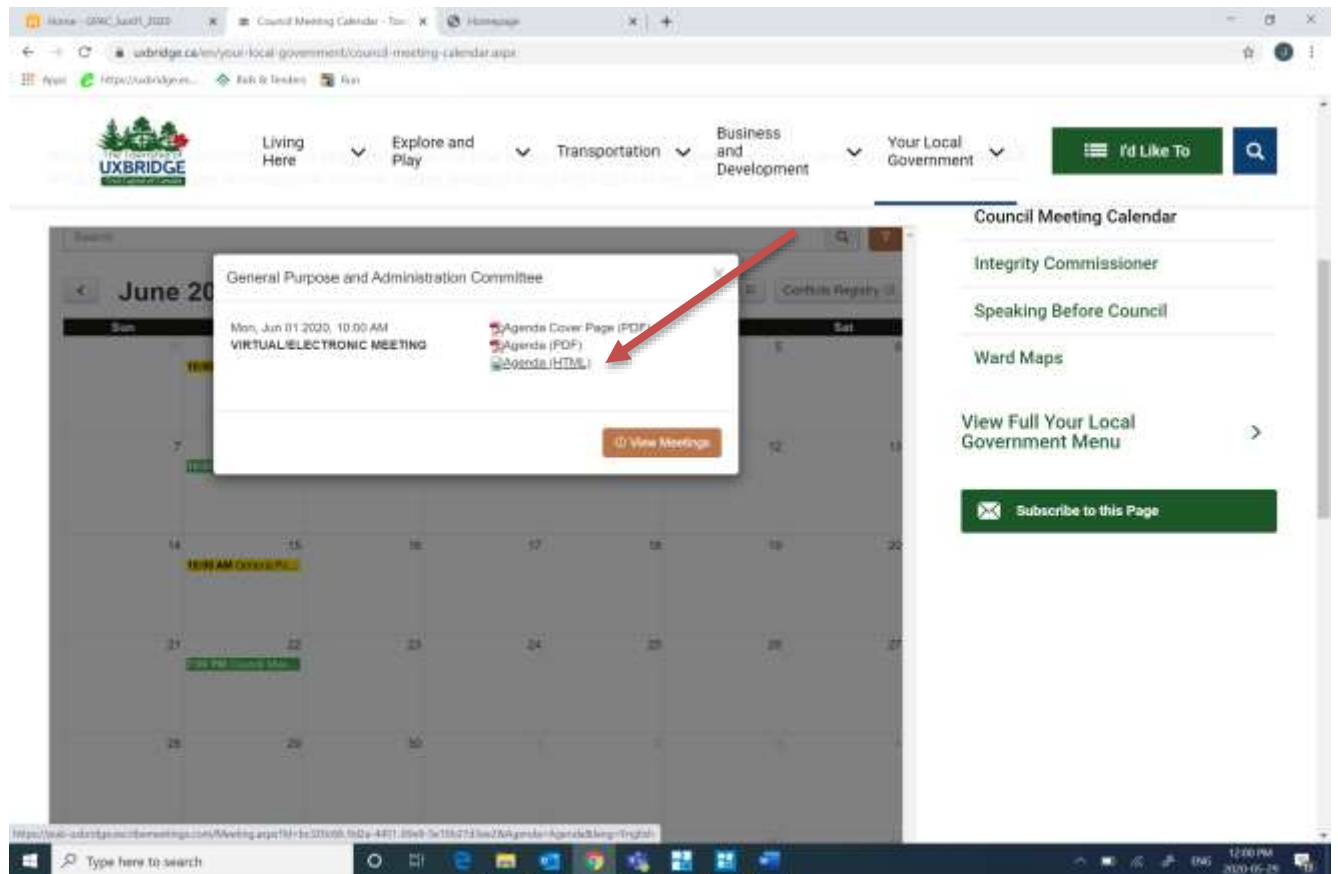
Selecting a meeting

Select the meeting that you would like to view from the meeting calendar. Public comments can only be submitted for upcoming meetings.



Viewing the meeting agenda

To submit a public comment, you must view the HTML Agenda. This can be done by clicking on the meeting and selecting HTML Agenda from the list of documents for your selected meeting.

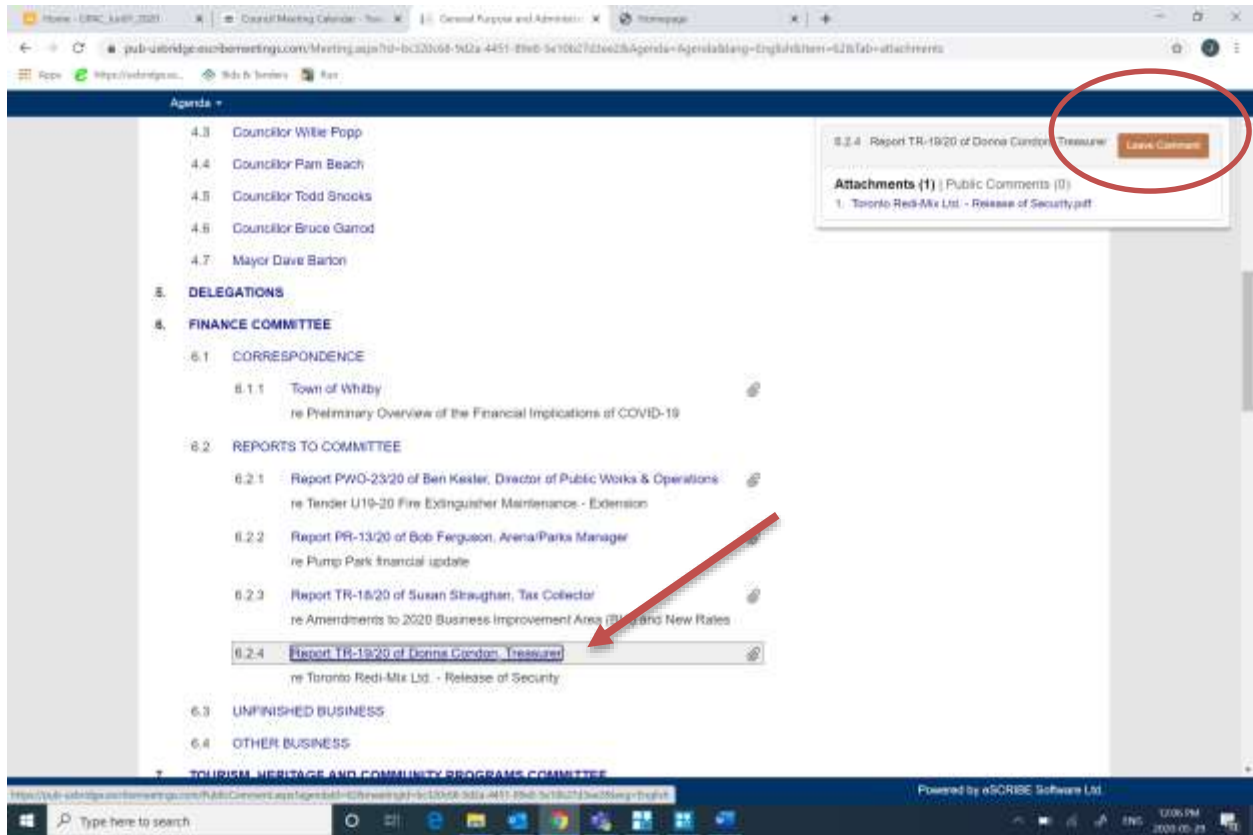


Submitting a Public Comment

Public comments can only be submitted for items listed on the agenda. To submit a comment, select the particular agenda item that you would like to comment on.

Once selected, a new window will open in the top right hand corner of the screen. There will be a button that says "Leave Comment".

Once submitted, the comment will only be visible to Clerk's Department Staff until approved.



Please direct questions or concerns to the Clerk's Department at 905-852-9181 or info@uxbridge.ca